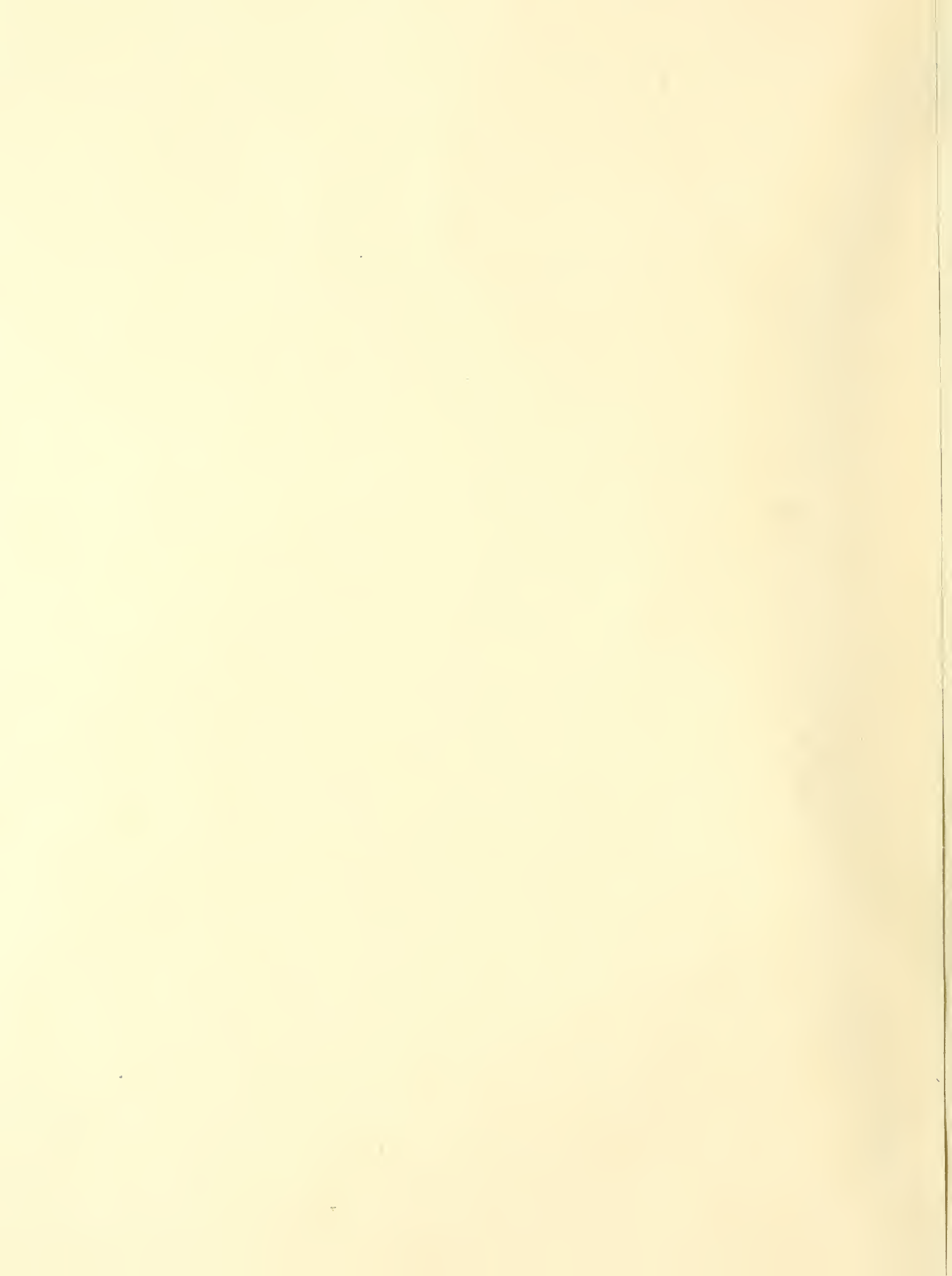


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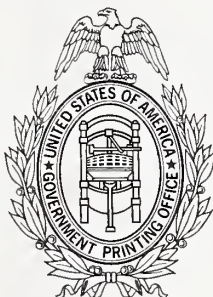
INSTRUCTIONS AND INFORMATION





(Depository Library No.)——

Instructions To Depository Libraries



Revised 1988

**Inspection Team
Library Programs Service
Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20401**

Instructions To Depository Libraries

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Instructions To Depository Libraries

Introduction

The *Instructions to Depository Libraries* are the official rules and regulations of the Federal Depository Library Program. All depositories must conform to the procedures set forth in these instructions. The *Guidelines for the Depository Library System* are to be considered a recommended level of conduct by all depository libraries unless otherwise specified by statute or the *Instructions to Depository Libraries*. The *Federal Depository Library Manual* supplements and expands on the *Instructions* but the procedures described in the *Federal Depository Library Manual* are not mandatory. Depository librarians should ensure that all personnel concerned with depository operations are made aware of the importance of the *Instructions*. One additional copy of the *Instructions* may be obtained by writing to:

Chief, Inspection Team
U.S. Government Printing Office
Library Programs Service (SLL)
Washington, DC 20401

The Superintendent of Documents assigns a number to each Depository Library as an identification symbol for administration purposes. This number is comprised of four digits (some depository library numbers have an assigned letter following the fourth digit). It is essential that the depository library number be provided in all correspondence with the Superintendent of Documents and the Library Programs Service in regard to Depository Library Program matters.

The format of the *Instructions to Depository Libraries*, the *Guidelines for the Depository Library System*, and the *Federal Depository Library Manual* allows the Government Printing Office to update and expand the information contained therein as the program continues to evolve. If you have any questions about the areas covered by the *Instructions to Depository Libraries*, the *Guidelines for the Depository Library System*, or the *Federal Depository Library Manual*, please contact:

Chief, Inspection Team
U.S. Government Printing Office
Library Programs Service (SLL)
Washington, DC 20401

Depository Status

Chapter 1

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A. Designation

Your library is an official depository for U.S. Government publications. It has been designated as such in one of the following ways:

1. By the U.S. Representative who currently represents your Congressional district or a predecessor.
2. By one of your State's current U.S. Senators or a predecessor.
3. By virtue of being a State Library.
4. By virtue of being a land-grant college library.
5. By virtue of being the highest Appellate Court Library in the state.
6. By virtue of being the library of an executive department, independent agency or service academy.
7. By virtue of being the library of an accredited law school.
8. By special act of Congress.

In accepting the privilege of depository library status, you have agreed to abide fully by the law and regulations governing officially designated Federal Depository Libraries.

B. Access

Free access as defined by GPO means that any member of the general public can physically handle and use a Government document at the library without impediments.

Free access to the resources of the documents collection by the general public is a fundamental obligation that all

Federal Depository Libraries share (except for the highest State Appellate Court libraries). Access policies, posting of signs, and public service hours for depository patrons must conform to this requirement. Depository libraries must ensure that any library-wide security or access policy does not hinder public access to depository materials. Depository libraries shall post a sign or the depository emblem in a prominent location (preferably visible from the exterior of the library) indicating that the library is a Federal depository and that Government publications can be used by the general public at no charge. Libraries that offer night and weekend service hours to their primary clientele must provide comparable service hours to depository patrons.

C. Selection

Selective Depositories are not required to receive all U.S. Government publications which are made available to depositories. Select only those items best suited to the needs of your local area and Congressional district. You should use discretion in selecting publications so that you can give proper custody to those items you do select and make them available to the general public. Item number selections and deletions should be made once a year as part of a comprehensive documents collection development policy. Your regional depository receives all depository items. Depend upon them for seldom used items.

D. Maintenance

All Government publications supplied to depository libraries under the Federal Depository Library Program remain the property of the United States Government and **cannot be disposed** of, except as outlined in Chapter 10 of these *Instructions*, or unless included in the "List of Superseded Depository Documents (that may be discarded)," Appendix C, *Instructions to Depository Libraries*.

As your library is entrusted with the custody of depository materials, the library must ensure that these materials are properly preserved and protected. As a minimum standard for the care and maintenance of depository property, the Government Printing Office insists that the maintenance accorded to depository materials be no less than that given to commercially purchased publications. Depository materials which are lost, worn-out or damaged, etc., should be subject to the same replacement policy that the library maintains for non-Government materials. The depository will pay for replacement copies; and claims will not be filled for this material.

It is necessary to issue many Government publications unbound or in paper covers. Libraries are expected to include these publications in their binding program along with books, periodicals, and other privately purchased materials. Binders are not furnished for loose-leaf material unless the issuing agency includes them as part of its publication. Microfiche must be stored in sturdy, acid

free containers. All depository materials must be housed in such a way as to facilitate preservation and access.

E. Arrangement

Although most depositories arrange the majority of their documents holdings in Superintendent of Documents Classification number order, Government publications need not be kept together as a special collection. Many Federal Government publications are valuable as reference and bibliographic sources, and can easily be made an integral part of a reference room or periodical collection. Practical usage of the material in conformance with professionally accepted library standards and Title 44 *United States Code*, should dictate the arrangement of the depository material.

Every effort should be made to ensure that the depository collection is used, and that publications are not merely stored or placed in inaccessible locations. If documents circulate as do other materials in your library, so much the better. (Those libraries wishing to keep their depository collections intact may find it convenient to purchase extra copies of Government publications through the Government Printing Office's Sales Program for use in circulation.)

Publications loaned to other libraries or institutions on an extended loan basis (selective housing) must be made available for use by the general public upon request.

The Superintendent of Documents classification number ought to be placed on all documents. This facilitates identification of materials from SuDocs citations as well as assisting both updating and formal discard procedures. The use of the SuDocs classification number to arrange documents on the shelf is not mandatory. However, there are many advantages to using this system. Librarians have found the SuDocs class numbers to be a practical and economical method for organizing Federal Government documents.

In most instances, the stem of the classification number is composed of alphabetical symbols currently being used to identify the issuing agency. Most bibliographic tools issued by private publishers also use this scheme. As it is commonly used by many other depository libraries, it provides a specific identification for borrowing and simplifies compiling or checking discard lists. Please refer to the GPO's *A Practical Guide to the Superintendent of Documents System*, for further information.

F. Bibliographic Control

Many documents are extremely time sensitive. All shipments should be unpacked and processed as they are received. Failure to do so can result in the loss of your depository status.

As your library is the legally responsible custodian of Government property, depositories will maintain a holdings record to the piece level of all depository

selections. **A comprehensive shelflist is the preferred holdings record.** This record keeping requirement does not mean that a shelflist card has to be generated for each piece. For instance, the holdings record for some map series could be comprised of a basic shelflist card for the map series plus checking-off the appropriate quadrangles of maps received on an index map and recording the date the map was issued in the quadrangle checked.

A depository shelflist can be in either paper or electronic format. A depository holdings record can be part of a larger all encompassing library record or it can be comprised of a number of records that together make up a comprehensive holdings record for documents.

All depository materials regardless of format must be marked, in some manner, by the library to distinguish these items from nondepository materials. All depository materials should be date stamped with either the shipping list date or the date of processing. This date stamp will identify depository material eligible for discarding five years from receipt.

As cataloging greatly enhances accessibility, cataloging all or part of the documents collection is always recommended. Cataloged as well as uncataloged documents can be kept in SuDocs classification order.

G. Selective Housing

A library may selectively house a percentage of its depository publications

at other libraries or institutions. The designated library will still be responsible for these materials, and for their receipt, initial processing, and discard. If the depository staff does not directly administer the selectively housed collection, a "Memorandum of Agreement" must be drawn up outlining the host institution's responsibilities to provide for free public access, and to maintain the records and materials in the documents collection. (See sample of Agreement in Section 11 of the **Federal Depository Library Manual**.) A copy of the memorandum must be sent to the Library Programs Service and to the Regional Library (if applicable). Again, all Government publications supplied under the Depository Program **remain the property of the United States Government**.

H. Insuring Depository Collections

It would be both advisable and prudent to carry insurance covering this part of your holdings. If any loss were to occur to the depository collection as a result of negligence on the part of the library, the Government could make a claim against the library for the amount of loss. Thus, depository libraries have an insurable interest, although GPO is not in a position

to provide you with guidance as to the appropriate formula for establishing the level for coverage.

As a minimum standard for the care and maintenance of depository property, the protection given to depository materials must be no less than that given to commercially acquired publications. Most libraries carry insurance and base their insurance estimates on the cost of replacing a similar number of volumes from their commercially acquired collections. A blanket policy may therefore be sufficient. Also, as the institution responsible for the maintenance of these materials, the library should make all necessary claims, just as if it owned the materials.

In the event of a natural disaster, the library must immediately inform the Superintendent of Documents in writing. The library must then make every reasonable effort to replace or repair the Government property that has been lost or damaged. As GPO does not maintain retrospective stock, the library might find it difficult to completely replace all missing items.

As a minimum effort, however, State discard lists, GPO, the national "Needs and Offers" list, United States Book Exchange and commercial vendors should be canvassed in an attempt to replace those materials lost.

Regional Depositories

Chapter 2

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A. Designation

Libraries designated to be Regional Depositories must already be depositories, and signify their interest to be designated a regional. Designation as a Regional Depository requires prior approval by the library authority of the State or Commonwealth. A U.S. Senator or Resident Commissioner, in the case of a Commonwealth, must make the designation. No more than two Regionals may be designated for each State or Commonwealth.

B. Responsibilities

In addition to fulfilling the requirements of selective depositories, Regional Depositories **must receive and retain** at least one copy of all Government publications made available under the Depository Library Program either in printed or microform copy (Regionals may discard depository materials that have been authorized for Regional discard by the Superintendent of Documents).

The principal responsibility of a Regional Federal Depository Library is to ensure the comprehensiveness and integrity of the State's or region's depository resources. This is accomplished in two ways: first, purposeful collection development on the part of the Regional aimed at developing a comprehensive Government documents collection under the control of the Regional library; second, supervising the discard process in the State or relevant region to ensure that documents

of use are retained or offered to other selectives.

Within the region they serve, designated Regional depositories must provide interlibrary loan and reference service to both depository and nondepository libraries.

C. Discards

Title 44, *United States Code*, Section 1912 authorizes Regional Depositories to permit selective depository libraries (other than Federal agencies) for which they have responsibility, to dispose of Government publications which have been **retained for at least five years**. Discarding is a privilege granted by the Regional and not a right of the selective. The Regional Library may refuse to grant permission for disposal of any publication that it feels should be kept by one of its depositories for a longer period of time.

Upon request for permission to dispose of publications the Regional Library should ask the selective depository to prepare a list of the publications, showing the current item number, series title, Superintendent of Documents number, extent of the holdings to be disposed of, etc. The Regional Library should issue detailed written instructions to its selective on the discard procedures they are to follow. The Regional Library will issue these special instructions with the concurrence of the Superintendent of Documents. The instructions should only deal with procedures deemed necessary for the efficient

operation of depositories within their jurisdiction, to enable the libraries to better serve the needs of the community. Ideally, such instructions are part of a State Plan and they have been negotiated between the Regional Library and the selective libraries.

The Regional Librarian will check the disposal lists for any publications which may be missing from the Regional documents collection. The Regional should ensure that at least one copy of **all** Government publications made available through the Depository Library Program, either paper or microfiche format, (except those authorized to be discarded by the Superintendent of Documents) is retained by a depository within the State or region. In reviewing the discard lists, the Regional Librarian should keep in mind that the intent of the law is not just that the Regional itself should have a comprehensive collection, but that discarding does not significantly erode the effectiveness of the State's Federal Depository Library resources. It is acceptable for a Regional to refuse a selective's discard request if it is felt that the publications offered for discard should be available in that part of the State, or that the State as a whole should have more than one (regional) copy of that particular publication, or for any other justifiable reason.

Selective depository libraries must be instructed that disposition of unwanted Government documents should be made in the following prescribed manner. Publications should be first offered to other depository libraries in the State or States

served by the Regional, then to a nondepository library or educational institution in the area which would be able to make them available to the public. Failing to find such a recipient after following this prescribed procedure and after making a reasonable effort, documents may be disposed of in any appropriate manner. However, if such disposition takes the form of a sale, either as second-hand books or waste paper, the proceeds with a letter of explanation should be sent to the Superintendent of Documents, **since all depository publications remain the property of the United States Government.**

In order to avoid any future misunderstandings or problems between the selective and the Regional, Regionals should retain the selective's discard lists for three years after the discards have been made.

Regional depositories also have the authority to instruct selective depository libraries regarding the disposition of publications in the event that a library relinquishes its depository privilege. This disposition should be made as noted above, although depository libraries may be permitted to keep some publications when the depository status is terminated.

D. Regional Administration

Regionals as well as selective depositories have the right to selectively house depository materials at locations other than the designated library. If the selective housing site is outside the administrative control of the head librarian of

the depository library, then a Memorandum of Agreement (MOA) must be drawn up and signed by both parties, per Chapter 1, Part G of the *Instructions* (see Section 11 of the *Federal Depository Library Manual* for a sample MOA). The Government Printing Office, Library Programs Service should be sent a copy of all such MOAs. The selective under a particular Regional should also send a copy of their MOAs to the Regional Librarian. Selectively housed materials that are sent directly to the selective housing site (e.g. USGS maps), remain the responsibility of the depository library and are subject to the same requirements that apply to all selectively housed materials.

Regional Libraries are urged to maintain a file folder for each of the selective depositories they serve. These file folders could contain inspection reports, selective housing agreements, correspondence, discard lists, etc.

Regional Depository Libraries have no jurisdiction over depository libraries in the various agencies of the Federal Government. Depository libraries within Federal Government agencies are designated by a special provision of Title 44, *United States Code*, and are responsible only to the Superintendent of Documents and their parent agency.

E. Regional Consultation

The role of consultant is a basic part of a Regional Library's responsibilities.

Before a library formally applies for status as a depository, the librarian is urged by the Government Printing Office to contact and consult with the Regional Librarian. Regional Librarians are fully involved in the designation and termination processes. In its official capacity, the Regional Depository is responsible for giving new depositories any necessary information regarding interlibrary loan, reference and other services which the Regional can provide.

Regional libraries should take a leadership role in organizing documents-related workshops and meetings. The continuing education of all documents librarians in the State or region is in the best self interest of the Regional Library. Regional Libraries need the cooperation and support of the selective libraries in order to effectively and efficiently complete their mission. The Regional Librarian should make periodic visits to the depository libraries in the State or relevant region to observe their depository operations and assess the needs of the selectives which they serve.

Regional Librarians should take an active part in the inspection process. At a minimum, they should contact the libraries before and after an inspection to offer assistance. Regional Librarians should make every effort to accompany the Library Inspectors on their visits. The presence of the Regional Librarian benefits the entire inspection process. Regional Librarians also benefit because they have an opportunity to observe the entire depository operation.

Correspondence

Chapter 3

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When writing, always mention that you are a depository library, and include your **assigned depository library number** on all correspondence. Use the depository library number that appears on your item selection printout and in *A Directory of U.S. Government Depository Libraries*. Your depository library number is comprised of four digits (some depository library numbers have an assigned letter following the fourth digit; if your library number has an assigned letter following the fourth digit, it must be used). Do not use such discontinued codes as: DS, DR, R, etc.

Depository librarians are encouraged to use GPO form 3794 "Depository Library Inquiry Form," for routine inquiries. (See Exhibit E for sample.) Using this form will significantly expedite GPO's response to your inquiry. When completing the form, please follow the following directions:

1. List only one question per form. You may send more than one form in an envelope.
2. Include all requested information, especially the librarian's name and office telephone number, to ensure a speedy response.
3. Make sure that the address label at the bottom of the form is completed clearly and correctly.
4. Only forward to GPO the white and blue copies; the pink copy is for your files. GPO will return the white copy to you with a response.
5. **Do not use this form to claim titles issued on Shipping Lists.** Claim procedures are outlined in Chapter 9 of the

Instructions. The box marked "claim inquiry" refers to any problem you may have with a claim previously sent to GPO, or to claim a publication listed in Appendix B, "Direct Mailing List."

6. The "publication inquiry" category refers to any miscellaneous question regarding a publication distributed by GPO.

Additional copies of the "Depository Library Inquiry Form" may be requested by writing to:

U.S. Government Printing Office
Library Programs Service (SLLA)
Washington, DC 20401

To claim publications missing from a shipment box, use the shipping list/claim form (see Exhibits A, B, and C). Further information on claims can be found in Chapter 9.

Use the shipping list/claims form **only** to request publications selected but not received. Remember that there is approximately a five-month delay between the deadline for returning item selection changes to GPO (annual selection update cycle) and the date on which your amended selections become effective. Claim forms should not be used as a means of replacing lost, stolen, or mutilated publications. Always give complete information (i.e., item number and correct series or publication title) when writing concerning depository publications. Additional information on how and when to contact the Government Printing Office can be found in Section 1 of the *Federal Depository Library Manual*.

A. Biennial Survey

Title 44, *United States Code*, requires **all** depository libraries to report on their condition every two years. The Government Printing Office mails a **Biennial Survey** questionnaire to each depository and **all** depository libraries are required to answer the questionnaire fully, and return their copy promptly to the Superintendent of Documents. Failure to do so can result in the loss of your library's depository status.

The Government Printing Office uses the information collected in the **Biennial Survey** to monitor the condition of the depository libraries and for other administrative purposes.

B. Inspections

Title 44, *United States Code* requires the Superintendent of Documents to make first-hand investigation of the conditions in depository libraries. The Superintendent of Documents' Depository Inspection Program is designed to ensure that depository libraries fulfill their obligations under Title 44, *United States Code* and the regulations established in these *Instructions to Depository Libraries*. The first-

hand investigation required by Title 44 is performed by members of the Library Programs Service's Inspection Team. Inspection Team members represent the Superintendent of Documents during their on-site inspection visits to the depository libraries.

Inspections are conducted by professional librarians. The Inspection evaluation is based on the *Instructions to Depository Libraries* and the *Guidelines for the Depository Library System*, which are the accepted standards of practice identified by the Depository Library Council to the Public Printer. Using the Inspection Report form, selectives and regionals are rated in seven or eight categories respectively. Libraries failing three or more of these categories are placed on probationary status for not less than six months. At the end of this period they are reinspected. If the probationary library fails its second inspection, the Superintendent of Documents has the authority to rescind the library's depository status.

Approximately six weeks after the Inspection visit, the library director, documents librarian and the Regional librarian each receive a copy of the Inspection Report. Additional information on the inspection process can be found in the *Federal Depository Library Manual*.

Collection Development

Chapter 5

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A. Purpose

Congress established the Federal Depository Library Program to help fulfill its responsibility to inform the public on the policies and programs of the Federal Government. **All depositories share in this responsibility.** Providing public access to Government information is the rationale given by public officials when they designate a depository library; therefore, the Government information needs of the general public must influence the collection development of depository libraries.

B. Scope of Collection Development

A majority of libraries that are designated depositories have, as their primary mission, a commitment to serve a particular patron group (students, judges, etc.). While these libraries focus collection development most closely on the needs of their primary patrons, they must not ignore the Government information needs of the general public.

Most depositories are designated to serve a particular U.S. Congressional district, but the number of depositories in a Congressional district, the size of the Congressional district, the type of library, and even the existence of established interlibrary cooperative arrangements, could indicate a local public service area different from the U.S. Congressional district. As it is increasingly difficult for one depository to meet the Government information demands of a varied population, the

collection development of a depository should not be considered in isolation. The Depository Library System is a system of cooperating libraries. All depositories are part of this larger system.

Depository libraries, either solely or in conjunction with neighboring depositories, should make demonstrable efforts to identify and meet the Government information needs of the Congressional district or local area. One demonstrable effort is the formulation and implementation of a written depository collection development policy which articulates the library's strategy for identifying and meeting the Government information needs of the local area. The collection development policy should also address procedures for obtaining documents requested by patrons but not selected by the library; inter-depository coordination of selections; resources available locally; and interlibrary loan services. This policy should be formulated using the same criteria discussed in Section 2 of the *Federal Depository Library Manual*.

C. Materials Available for Selection

The basis for selection is the *List of Classes of U.S. Government Publications Available for Selection by Depository Libraries* and the *Union List of Item Selections* (the latter publication is available only in microfiche). These lists comprise those series or groups of publications having a public or educational value which are issued by the various departments and

agencies of the U.S. Government. Excluded from the lists are publications issued for strictly administrative or operational purposes which have no public interest or educational value, those classified for reasons of national security, and so-called cooperative publications.

Cooperative publications are documents which are self-sustaining. Their continued existence depends on funds raised by selling copies of the publication. For this reason, they are not available for free distribution through the Federal Depository Library Program. Entries for these publications do appear in the *Monthly Catalog*. Such titles as the *National Union Catalog* and the *National Park Service Trends, Grist, and Design* fall within this category.

Depository libraries should also consider selecting items from the *Federal Depository Library Manual's* "core collections." The Government Printing Office's *Subject Bibliographies* and the *Publications Reference File (PRF)* should also be reviewed in order to make informed collection development decisions.

D. Item Number Selections

Depository Libraries select documents by categories. Each category is identified by a unique item number. One set of item cards, arranged in item number order, is furnished to all new depository libraries. This set consists of a 3x5 card for each item number, which may be comprised of one or more series available for selection by

depository libraries. Each card gives item number, issuing agency, series title, Superintendent of Documents classification number, format, and annotation.

The item number assigned to a series remains the controlling number for that series regardless of change of title, or transfer, or change in the name of the issuing agency. An item number assigned to a series may also govern the distribution of closely related series of a similar nature (e.g., numbered manuals with similar content issued by the same agency). In this instance, the library selecting this item would also receive the related series as well. For agencies whose scope and publications issuances are limited (e.g. Fine Arts Commission), one item number has been established to cover all publications issued. In such cases, the series name entry on the item card will read "Reports and Publications."

GPO annually issues a computer print-out so that each depository library may change its selection of items. Changes to your selection profile are made by returning to the Library Programs Service the green postal cards, GPO Form 3495 *Amendment of Selection*, properly **identified with your assigned depository library number** and signature. Deletion of selections can be made at any time. For more detailed information on item selection procedures, refer to Appendix B.

The printed list entitled *List of Classes of U.S. Government Publications Available for Selection by Depository Libraries* is revised and furnished to depositories on a quarterly basis. Depositories should use

this list to keep the item cards updated. The *List of Classes* and *Administrative Notes* should also be consulted when making new selections to determine whether the series is still active.

It is important that selections by a library be centrally controlled within the

library and that records be accurately kept in order to avoid misunderstandings. Libraries are notified when new series are added to the item numbers through announcements in the *Depository Shipping List* and *Administrative Notes*.

New Items - Surveys

Chapter 6

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Notifications of new series are made on Survey Shipping Lists and distributed to all depository libraries. One set of "item cards" and an Optical Character Recognition (OCR) scannable form accompany each survey.

Extreme care should be taken to complete the OCR scannable forms. If the scanner does not record the selected items for the correct library, the publications will not be received. Mail all surveys to the address shown on the Survey Shipping List.

The following instructions should be used when responding to a survey.

1. Determine which "items" to select by reviewing the annotation and other information provided on the "item cards."
2. If you do not want to select any of the "items," throw out GPO Form 3492 (that is, the OCR scannable survey form).
3. To select some of the surveyed "items," place an "x" in the box at the left of each "item number" you want to receive.
4. Please verify your depository library number in the latest issue of the Joint Committee on Printing publication, *A Directory of U.S. Government Depository Libraries*, to be sure you do not use an incorrect library number.
5. The library number **must** be filled out as a four digit number with a letter as a fifth character where appropriate. Use the "Directory Library Number" area at the top left-hand side of the form to write in your library number and fill in the corresponding circle for each digit.
6. Surveys must be returned by the due date listed on the Survey Shipping List. Surveys received after the due date will not be processed.

Exhibits F, G, and H are examples of the survey form you will use.

Regional depositories are not required to return OCR scanning forms since they automatically receive all materials made available under the Depository Library Program.

A. Additions

Additions to the library's previous selections can only be made during the annual update cycle. The sole exception to this rule is in cases where material has been printed in earlier years and then is held by GPO until it can be bound. A good example of this is the *U.S. Congressional Serial Set*, which is not bound and distributed until long after it is printed. In order for libraries to be eligible to receive the *U.S. Congressional Serial Set*, selection must be made prior to the beginning of the session of the Congress it covers.

New selections from the annual update cycle (which usually occurs in May) are not implemented until the following October (i.e., you will not receive these selections until the following October). New depositories receive a set of item cards when they are designated; they can immediately make selections and return them to GPO. They will begin receiving items they have selected within one month.

Publications cannot be furnished retroactively. New selections can only be furnished to libraries as new items are printed by the issuing agency. Only series for which item cards have been furnished can be added to a depository's selections.

B. Deletions

All selections should be reviewed at least once a year to ascertain their appropriateness and to adjust selections to the changing Government information

needs of patrons. If some currently selected items are judged inappropriate for the collection, these items should be deleted from your selection profile. **Item deletions can be made at any time.**

When an item is dropped, all previous issues of the publication must still be retained for the usual five-year period before they can be offered on a Regional discard list. If the State is not serviced by a Regional Library, publications must be retained permanently.

C. GPO Form 3495

Item number selections and item number deletions are made by using GPO Form 3495 (the green postal cards) entitled: *Amendment of Selections*. Refer to Appendix B for procedures on completing GPO Form 3495 and for detailed information on item selection procedures.

D. Special Offers

Occasionally, GPO receives only a limited number of copies of a publication from a department or agency for depository distribution. These copies are sent to all designated Regional Depositories; the remainder are made available to selective depositories through a "special offer" on a first-come, first-served basis. These materials are usually retrospective runs of series. These special offers are announced through Administrative Notes and notices on the Depository Shipping Lists.

A. Distribution

The Superintendent of Documents has distributed Depository Shipping Lists since August 1, 1951. Regional Depositories receive one Shipping List per (paper format) shipment box. (Microfiche format boxes sometimes contain more than one Regional shipment per box.) The contents of a Regional's shipment box is referred to as a complete shipment; therefore the contents of one Shipping List is referred to as a "complete" shipment.

As most selective depositories select only a percentage of the total items available for selection, they receive only partial shipments, a subset of what appears on the Shipping List. (e.g. only those items previously selected by the library, which appear on the Shipping List). As shipment boxes are held until full, selectives often receive several partial shipments, and their corresponding Shipping Lists, in a single shipment box. **Every depository library receives a copy of every Depository Shipping List** even if none of the items listed on a particular Shipping List were selected by the library.

B. Contents

Besides listing all the publications in a complete shipment, the Shipping List also indicates the item numbers under which the publications were distributed, the titles and series numbers of the publications, the Superintendent of Documents classification numbers, and GPO Sales information, when applicable.

Certain publications are not listed on the Shipping Lists, for reasons of timeliness. Some publications are mailed automatically by another section of GPO. These publications are collectively referred to as "direct mail" publications and they are listed in **Appendix B**.

The Shipping List is also used by GPO as a quick means of informing depository libraries of: corrections to previous lists, special publications which are available upon individual request, changes in the *List of Classes*, additions to item numbers, and other special announcements pertaining to the Federal Depository Library Program. (See **Exhibits A, B, C, and D** for sample Shipping List.) When a SuDocs classification number is questioned, please check the OCLC record for subfield "z" in the "086" field for a cancelled classification number **before** contacting GPO for clarification. As important and necessary information is often conveyed via the Shipping List, each Shipping List should be carefully reviewed by the library staff.

C. Numbering Sequence

As of January 2, 1985, Shipping Lists have been numbered sequentially prefixed by the last two digits of the year. There are two sequential numbering series for the materials distributed from GPO, one for paper documents and one for microfiche documents. (DMA and USGS maps are distributed by USGS on Shipping Lists numbered in strict sequential order.) GPO Shipping Lists are numbered as follows: **88-1-P**

(year Shipping List is sent [88]—sequential number for that year [1]—format of publications listed [P] P = paper format; M = microfiche.

A sequence of Shipping Lists for calendar year 1988 appears as follows:

(for paper shipments)	(for microfiche shipments)
-----------------------	----------------------------

88-1-P	88-1-M
--------	--------

88-2-P	88-2-M
--------	--------

88-3-P	88-3-M
--------	--------

At the beginning of the next calendar year (1989) the sequence is repeated.

89-1-P	89-1-M
--------	--------

D. Separates

“Separates” are materials that are not sent to depositories in regular shipment boxes; they are too large for regular boxes or they need special handling before they can be shipped. Separates include maps and charts (distributed from GPO), pre-packaged publications, and over-sized publications. These publications are mailed to depository libraries as they are received by GPO. Special Shipping Lists that list only separates are compiled and sent to depository libraries. (See **Exhibit C** for a sample of this type Shipping List.) These “separates” shipping lists are clearly marked and they are numbered as part of the GPO paper format Shipping List numbering sequence. The Shipping List containing separates is usually mailed at least once a week. Claiming procedures for separates are the same as for regular shipments.

E. Processing

Several “complete” shipments are mailed each working day from GPO. Upon receipt of a shipment box (which for a selective may contain several partial shipments) in the library, the Shipping List numbers should be checked or logged to ensure that all Shipping Lists have been received. As Shipping Lists are distributed in numerical order, it should not be difficult to discover a missing Shipping List. In the event that a shipment does not contain a particular Shipping List or the Shipping List is mutilated, please contact a neighboring depository or the Regional Library and ask them to forward a photocopy of the missing Shipping List. You may always request a replacement copy of a Shipping List from GPO using the “Depository Inquiry Form.” However, it will usually be much faster to ask a nearby depository for a photocopy than to have GPO forward a copy to your library.

The contents of the shipment box should immediately be checked against the Shipping List(s) and the item numbers selected. Please refer to *Chapter 1, Part F* of the *Instructions* for further information. Also review Section 6 of the *Federal Depository Library Manual* for advice on processing incoming shipment boxes.

If any information given on a Shipping List is incorrect, the mistake will be corrected on a special “Corrections” Shipping List. These lists are easy to recognize as they are printed on pink paper. The Correction Shipping List will cite the number of the inaccurate Shipping List and will

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provide any information needed to revise the original entry on the Shipping List or in the library's records (see **Exhibit D** for sample). Corrected Shipping Lists can be discarded after the necessary corrections or additions are made.

Shipping Lists do not have to be maintained after they have been initially checked, but many depository libraries find it useful to retain them for approximately six months to one year after they have been received.

A. When to Claim

With the exception of direct mail items that are currently selected by the library, **only the items on a Shipping List can be claimed**. A claim is made for an item (a publication or issue of a publication) which has been selected and appears on the Shipping List, but is not in the shipment box. It is important to remember that new item selections from the annual selection update only take effect **after** October 1. Libraries cannot claim new selections before that time.

All claims for non-receipt of publications must be postmarked **within 60 days** from receipt of the Shipping List. Claims for entire missing shipments also have a 60 day deadline. All claims should be made as soon as possible. When a shipment box arrives in the library, it should be opened immediately and the contents checked against the Shipping List. If selected items on the Shipping List are missing from the shipment, they should be claimed immediately. It is important to remember that separates could come either before or after the "separate" Shipping List. Wait seven working days before claiming a missing separate.

Do not claim "raincheck" items. When these publications are reprinted they will be distributed to the libraries. Do not use serial claim forms or any method other than the Shipping Lists to claim depository materials. **Do not make a second claim for the same item**. Use the Depository Library Inquiry Form instead. See Section 1 of the *Federal Depository Library Manual* for

information on dealing with chronic claim problems.

B. How to Claim

To claim a publication selected but not received:

1. Use a black or blue pen to draw a circle around the Shipping List entry of the item being claimed.
2. Stamp the Shipping List with your depository number/date received stamp in the upper right corner of the Shipping List.
3. Completely fill out the bottom portion of the Shipping List, including:
 - a. the Document Librarian's signature
 - b. depository library number
 - c. shipping list number
 - d. library name and full mailing address.
4. Keep a photocopy of the Shipping List for your records at least until the claim has been acted upon by GPO.
5. The Documents Librarian **must** personally check every claim made.
6. Mail the original copy of your Shipping List to the following address:

For **paper** format and separates:

U.S. Government Printing Office
Library Programs Service (SLDM)
Paper Claims
Washington, DC 20401

For **microfiche** format claims:

U.S. Government Printing Office
Library Programs Service (SLLA)
Microfiche Claims
Washington, DC 20401

For **map** claims and replacements:

Chief, Product Distribution
Policy Office
U.S. Geological Survey
National Mapping Division
MS 508
12201 Sunrise Valley Drive
Reston, VA 22092

For “**Direct Mail**” claims Use the
“Depository Library Inquiry Form”
(refer to **Appendix B** of these
Instructions for further information.

C. Congressional Serial Set Claims

Claims for *Congressional Serial Set* volumes cannot be honored unless the library has selected that particular item prior to the time the individual reports or documents were ordered printed, that is, prior to the beginning of the session of Congress they cover, and not at the time the volumes are distributed. Claims for any *Congressional Serial Set* material distributed under the Federal Depository Library Program cannot be honored **unless the library had selected the particular item number prior to the time the first signatures were ordered printed.**

D. Defective Copies

If the library receives a defective copy of a publication, make a claim for the publication just as if it was never received. Keep the defective copy until the claim copy is received. As there are only twenty

copies available for claims; on occasion there are more claims than claims copies available. In those cases, claims cannot be honored once the claims copies have been exhausted. The very limited number of claims copies is the reason GPO asks libraries to claim publications only when absolutely necessary.

Once the library has replaced a defective copy with a claims copy, the defective copy can be discarded. Do not send the defective copy to GPO and do not offer it on a discard list to the regional. From time to time, the Superintendent of Documents will ask you to return a specific publication to GPO because it is defective. This request comes when the publishing agency needs the defective copies in order to furnish GPO with corrected copies. Please comply with such requests before the deadline given by GPO.

E. Duplicates

If the library receives a duplicate copy of a publication, the duplicate should be sent back to the Government Printing Office. (Do not return microfiche or smaller, easily reproduced paper documents. These can be immediately discarded or offered on a discard list to the Regional Library.) Libraries wishing to return a duplicate copy should send the copy with a “Depository Library Inquiry” Form, indicating the copy is being returned as a duplicate, to the GPO paper claims address. If the library cannot afford the postage to return the publication, you should send the



“Depository Library Inquiry” Form and request that GPO forward a pre-paid mailing label to you. You can then use this label to return the duplicate copy to GPO. It is important to remember that when one library receives a duplicate shipment or publication, it probably means some other library has not received a shipment. If duplicates become a chronic problem, GPO should immediately be notified via the “Depository Library Inquiry Form.”

F. Exhausted Claims

The Library Programs Service of the Government Printing Office honors

claims as long as a supply of claims copies remains available, and will make every effort to provide fast and accurate service to depository libraries. However, as GPO only retains 20 claims copies, they can be quickly exhausted. Your claim form will be returned to you with a “claims copies exhausted” stamp if GPO cannot honor your claim. Libraries are urged to exercise caution in claiming documents. Due to the limited number of claims, every mistaken claim may deprive some other library of a legitimate claim copy.

Disposition of Materials

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A. Proprietary Interests

Documents distributed through the Federal Depository Library Program are, and remain, Government property. Depository libraries are entrusted with the maintenance of these materials while they are in the custody of the library. Depository libraries can only discard these materials in the manner prescribed by these *Instructions* or at the direction of a GPO official. Failure to conform to proper discard procedures can result in loss of depository status and/or legal action against the responsible parties.

The Government Printing Office is entrusted by the Congress with the stewardship of depository materials, both as tangible property and as intellectual property for free distribution and public use. Only the Public Printer, the Superintendent of Documents or their agents can legitimately order a library to withdraw a document from its depository holdings. The Superintendent of Documents may order documents withdrawn for reasons of national security, incorrect or misleading information in a publication, or for any other cause deemed to be in the public's interest.

Libraries cannot materially benefit from the disposal of depository holdings **as these materials remain Government property.** If, after following the procedures listed below, the depository materials entrusted to you are sold as publications or as waste paper, the proceeds with a letter of explanation must be sent to the Superintendent of Documents. Depository mate-

rials can never be bartered for goods and/or services.

Only the first copy of a particular publication is considered the depository copy. This first "depository" copy must be discarded according to the procedures set forth in the *Instructions*. Any additional copies (duplicates), preprints (after the final copy has been printed) or reprints are collectively referred to as "secondary" copies and should be disposed of according to the procedures described in **Part F "Secondary Copies"** of this Chapter.

The instructions in Part A of Chapter 10 apply to all depository libraries.

B. Selective Depositories

The instructions contained in **Part B** refer to all selective depositories except for Federal libraries and the libraries of the highest Appellate Court of the States. These libraries are covered in **Parts D and E** respectively.

Depository libraries are not served by a designated Regional Depository Library must permanently retain one copy of all Government publications received through depository distribution, except for superseded publications, or those issued later in bound form or microfiche copy form. Government publications received from sources other than the Depository Program may be disposed of as "secondary" copies or at the discretion of the individual libraries.

Depository libraries served by a Regional Depository may dispose of any

publication which has been retained for at least five years, after obtaining permission and receiving instructions for such disposition from the Regional Depository designated to serve their area. (Refer to **Part C of Chapter 2** for additional information.) Because of the various methods of record-keeping employed (manual files, online records, etc.) selective depositories will obtain guidance from their Regional Depository Library on the format and procedures to be followed in formulating discard lists. A list of designated Regional Depositories can be found in **Appendix A** at the end of these *Instructions*. If after following the Regional's discarding procedure, neither the Regional Library nor the selective libraries in the State wish to obtain the copy being offered for discard, the copy can then be considered a secondary copy and treated accordingly.

C. Regional Depositories

All Regional depositories must retain at least one copy of every publication received through depository distribution, except for those publications listed as superseded for **Regional Libraries**. The Regional should treat those discards from its library as "secondary" publications. The Regional Library plays a primary role in the discarding of depository materials. The responsibilities of Regional Libraries regarding depository discards are detailed in **Part C of Chapter 2** of these *Instructions*.

D. Federal Libraries

Federal libraries follow different depository discard procedures from non-Federal libraries. Depository libraries within executive departments and independent agencies of the Federal Government may dispose of unwanted Government publications after offering them to the Exchange and Gift Division of the Library of Congress or the Archivist of the United States. If agency regulations permit, the library might also offer depository materials to the nearest Regional library. The depository libraries that serve the Federal Courts are covered by the depository discard procedures of **Part D**. **Part E** only refers to the library of the highest Appellate State Court. Federal libraries wishing to dispose of depository materials should contact the Exchange and Gift Division of the Library of Congress for directions on discarding: Their phone number is (202) 287-8440. The address is:

Library of Congress
Exchange and Gift Division
Madison Building, Room 632
Washington, DC 20540

E. Highest State Appellate Court Libraries

Although **Part A** of this section refers to *all* Federal Depository Libraries, the libraries that have been designated under Section 1915 of Title 44 *United States Code* have special rights as Federal Depositories. Under Federal law, they are not obligated

to provide for free access; they do not have to retain publications for five years before discarding; and, they do not have to discard depository materials through the Regional Library. This does not mean that the Federal Government has relinquished its proprietary rights to this material. **All depository materials remain the property of the United States Government.** Depository libraries that were designated under the provisions of **Section 1915** will discard their depository holdings under the provisions established for discarding secondary copies in **Part F** of this Section.

F. Secondary Copies

Secondary copies are depository materials which are duplicates (including reprints), superseded (including preprints), unrequested documents sent from GPO by mistake, and the depository holdings of the highest State Appellate Court Libraries.

These Depository libraries are not required to obtain the Regional Library's permission to discard such materials and these materials do not have to be retained for a prescribed length of time. This does not preclude their being offered to the Regional Library or on statewide discard lists, if the Regional Library so desires. Any secondary publications of value (see **Part H** of this section) should be announced in the national "Needs and Offers List." This procedure will make the best use of Government publications for the benefit of all depository libraries. After this procedure has been followed to its conclusion, the

library is then free to offer these depository materials to any public library or educational institution in the vicinity. Failing to find such a recipient after reasonable effort, you may dispose of the publications at your discretion.

G. Superseded Publications

Publications, maps and other depository materials which are superseded can be treated as secondary materials as soon as the update or final version of the publication is received in the library. Below are listed some of the types of material which may be disposed of by all depository libraries:

1. *Daily Congressional Record*, after bound volumes and index are received.
2. Slip laws, after bound *Statutes at Large* are received.
3. House and Senate Bills and resolutions and legislative calendars one year after the adjournment of the Congress from which they originated.
4. Any materials which are cumulated in later issues, such as: Supplement to the *United States Code*, *Digest of General Bills*, *Internal Revenue Bulletin* (providing the library has selected the item number for the *Cumulative Bulletin*, and only after cumulation is received).
5. Any publication upon receipt of a revised edition.
6. Pages from looseleaf publications that are replaced by new pages.

7. Separates, upon receipt of final bound volumes.
8. Senate and House Reports and documents, upon receipt of the *Serial Set* volumes.
9. Lists and indexes of publications of various agencies, upon receipt of complete new editions (e.g., lists of publications of the Bureau of Mines, indexes of Congressional committee hearings issued by the Senate library, etc.). Small spot lists, such as publication announcements, may be discarded at the end of six months or when they have lost their timeliness.
10. Annual or biennial publications of a statistical nature which merely revise information and bring it up-to-date, such as *Index of Specification and Standards*, *Light Lists*, etc., upon receipt of a new issue. This permission does not apply to annual publications such as annual reports of departments and agencies, which cover the activities of the organization for a specific period of time.
11. Material which has an expiring-effect date, such as Civil Service examination announcements. Only the latest issues need be kept.
12. Any publication which is superseded by another which is stated to contain similar information.
13. Calendar of the House of Representatives, upon receipt of a new issue. However, the Monday issues contain an index, while the other issues do not. The final issue of each session of Congress should be kept. Issues of the

Senate Calendar may be disposed of one year after the adjournment of the Congress. The Senate Calendar is not cumulative.

14. *Commerce Business Daily* within ninety days after receipt.

For a more complete list of superseded items, you are encouraged to refer to the "List of Superseded Depository Documents" (Appendix C).

15. Reprints may be routed for "current awareness" purposes, entered into a vertical file, or simply treated as superseded documents. Depositories are not obligated to maintain a shelf-list, catalog, or otherwise keep records on these superseded materials. Preprints such as the *Minerals Yearbook* are superseded by annual bound volumes (I 28.37:)

H. Needs and Offers List

The "Needs and Offers List" is a nationwide compilation of those depository "secondary" copies that are being discarded by one library but could be of great value to another library. The "Needs and Offers List" is used by many depositories to fill in gaps in their documents collections and to obtain a needed second copy. It allows an extra copy of a document in one State to fill a need in another State. This list is compiled by Ms. Nancy Hanks of Washington State University and is published irregularly by GPO.

Only worthwhile publications should be listed on the "Needs and Offers List."

These would include long runs of documents and bound sets. The list does not include odd issues of periodicals or dilapidated volumes. Most superseded publications would make poor candidates for this list. Contact with an "offering library" should be direct to that library. A "receiving library" should agree to pay postage and packing costs to the offering library unless other arrangements are made.

To submit a list to Ms. Hanks, please adhere to the following format:

1. Type all lists using a dark ribbon.
2. Single space all lists.
3. Include SuDocs numbers, titles, year, volume and issue, if known.
4. Keep the column width to 3½ inches.
5. **Do not mix "Needs" with "Offers".**

All lists should be sent to:

Ms. Nancy Hanks
Holland Library
Washington State University
Pullman, WA 99164

Substitutions for Depository Materials

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A. Copies of Depository Materials

Permission is granted to all designated depositories to substitute micrographic copies for any depository holdings, provided the micrographic copies are properly referenced, can be readily located and are easily accessible to users. Proper reading equipment must also be available for the type of micrographic copy substituted for the original.

The substitute copies will then be treated as depository materials and will be subject to the same rules and regulations that govern the care and treatment of depository materials.

B. Discarding of Substituted Materials

As all depository materials remain the property of the United States Government, depository holdings replaced by micrographic copies must be offered to the Regional Library per **Chapter 10, Part B.** The original depository copy can be offered on the Regional Library's discard list **before** the end of the five year retention period, if micrographic copies have already replaced the original depository holdings. Libraries cannot barter or exchange the original depository paper copy for a microfiche substitute. The original copies belong to the Government and not the library.

A. Microfiche Storage

The recommended storage temperature for microform collections is 68 degrees F with a constant humidity level of 40%. The most important factor to consider is constancy; the temperature and humidity range should not fluctuate often, and not beyond 75 degrees or 50% humidity. For this reason, it is recommended that microforms not be stored on outer walls, or on the ground or top floors of a building; they should be kept away from air vents, radiators and direct sunlight. Temperature and humidity higher than the recommended levels can create the dangers of: fungus growth, blemishes, and chemical deterioration. Lower than recommended levels can cause brittleness.

Microfiche should be stored vertically in acid-free containers or envelopes. The envelopes in which the Government Printing Office microfiche is shipped are acid-free, as are the inserted dividers. All paper products used in the storage of microforms (boxes, dividers, labels, envelopes) should have a pH factor of 7.0 or above. Envelopes may be eliminated to save space. Store no more than five microfiche per envelope.

Steel cabinets made with baked-on inert enamel finishes, stainless steel or aluminum, are recommended as storage facilities. They should have a fire rating of at least one hour. Plastic boxes, unless constructed of non-deteriorating plastic, can adversely affect microfiche. **Silver halide microfiche should not be stored in the same cabinets as diazo or vesicular microfiche.** One hundred microfiche re-

quire approximately 1 inch of space in a 4" x 6" drawer (exclusive of filing guides and dividers).

Storage areas should have permanently installed smoke and heat detectors operating at all times to warn of fire. Dry chemical and carbon dioxide extinguishers should be available; water sprinklers should not be used if they can be avoided. Water is destructive to the microfiche, but fire is worse. It is far better to salvage wet film than burnt film. Wet silvers can be salvaged; but they must be washed and dried through a commercial processor and dryer.

Do not use rubber bands or paper clips to store microfiche.

Rubber bands often contain sulfur and are particularly damaging to silver halide microfiche over extended periods of time.

Know the types of fiche which your library is receiving. When purchasing microfiche, if the informational literature does not specify the type of fiche, request that information from the sales representative. Maintain records of the type of fiche contained in each collection; different procedures for storage and handling will enhance the life of each type. It is not easy to tell the types of fiche apart, but a film expert or a chemist can tell which is which, if necessary.

B. General Care

The envelopes which hold GPO microfiche are acid free, as are inserted dividers. You can write on an envelope with ink, pencil or rubber stamp, etc.

Before writing on an envelope, remove the fiche. This will avoid making an impression on the fiche. If it becomes necessary to wash microfiche, approved film cleaners should be used. Lastly, testing the library's fiche every two years is a good idea. Examine 1% of your collection; note in a logbook the fiche examined and their condition. Try to discover the causes of any problems, and take corrective action as soon as possible.

Things to look for when examining microfiche are: 1) separation of emulsion from film base; 2) brittle, cracked fiche; 3) fading of images; 4) damage such as scratches, tears, folded fiche, abrasion of emulsion layer.

C. Type and Care

Diazo

The Government Printing Office through its Depository Library Program distributes diazo microfiche. These fiche, when properly cared for, are quite durable and can last 50 years or longer. They stand up well to patron use and are resistant to high temperatures (100 degrees). However, ultra-violet light will damage the image, as will leaving them exposed on a window sill.

Vesicular

Although the Government Printing Office does not produce vesicular microfiche, it does receive some from Government agencies and distributes it to

depository libraries. Vesicular microfiche should be stored separately from both diazo and silver halide fiche in a separate file cabinet, if possible.

Silver Halide

The Government Printing Office does not produce or distribute silver halide microfiche, but many commercial firms sell silver halide microforms and stress their archival quality. Ironically, silver halide fiche best retain archival quality if rarely used; frequent use with ungloved hands will wear them quickly. A number of conditions need to be met to help silver halide fiche retain archival standard:

1. Store the fiche in a room that is under 75 degrees with 20%-40% humidity. Air conditioning is appropriate.
2. Store silver fiche in a separate room or cabinet from diazo or vesicular fiche.
3. Don't leave rubber bands on any fiche, but especially not on silver. Rubber emits sulphur dioxide and provokes color spots called "measles."
4. If you paint a room, remove all fiche beforehand and let the room air for two weeks before moving the fiche back. (use gloves)
5. Make sure envelopes, boxes, and dividers are acid free.
6. Avoid plastic boxes which can adversely affect fiche.
7. Avoid keeping fiche in rooms near photo copiers and chemical duplicators.
8. A storage vault might best protect silver fiche from urban and industrial air pollution, gas fumes, etc.

D. Handling

All microfiche should be handled by their edges to prevent damage from fingerprints (especially silver halide). It is recommended that staff handling microforms during inspections, cleaning or repairs wear soft, lintless, cotton gloves. A regular care and maintenance program, including inspection, cleaning and repair, should be part of the microfiche program.

Users should be briefly instructed about handling microfiche, and should be encouraged to report damage or deterioration, so that corrective action may be taken by the library.

If you wish to use labels on the microfiche envelopes, check with the manufacturer to determine that the adhesive and paper are acid-free. Most of the adhesives used are acidic, and therefore would not be acceptable.

E. Maintenance

The first step in establishing a clean program is to introduce a regular inspection program with records maintained in a logbook. The microfiche collection should be spot-checked once a year as a minimum. Examine at least one percent of the collection. Ideally, every microfiche would be inspected after each use. Note in the logbook during inspection the film examined, and its condition. When deteriora-

tion is noted, try to discover the cause and take corrective action.

Cleaning of the microfiche is considered necessary when dirt or foreign matter obscures a portion of the image, making it difficult to use, and increasing the amount of abrasion. There are a number of ways to clean film; these are:

1. dusting or wiping with dry, lintless cloth, a piece of plush cloth, or with a soft-bristled brush; do not apply pressure;
2. wiping with a soft cloth or brush moistened with a cleaning solvent compatible with the film type;
3. cleaning with ionized air;
4. cleaning with ultrasonic frequency.

F. Equipment

The Association for Information and Image Management (formerly the National Micrographics Association) sells a booklet entitled "How to Select a Microform Reader or Reader-Printer" which describes the features that they recommended for consideration in selecting such equipment. For more information in this regard, write to:

Association for Information & Image
Management
Publication Sales
1100 Wayne Avenue
Silver Spring, MD 20910
(301) 587-8202

A. Maps

Sheet maps should be housed flat and not folded, in sturdy, acid-free map cases. Maps can be stored in either vertical or horizontal map cases. Smaller maps that come as part of another publication can be housed with the publication on the shelf or separately in a map case. If the map is housed separately from its parent publication, a notation should be made to that effect in the depository holdings record.

Maps are often housed in a different location some distance away from the rest of the documents collection; if this other location is not under the administrative control of the director of your library then a selective housing MOA must be initiated between your library and the selective housing site. Please refer to **Chapter 1, Part G** of the *Instructions* for further information on selective housing of depository materials.

Maps are subject to the same processing procedures as other depository materials. It is your library's responsibility to ensure that maps that arrive as part of the depository program are handled according to the rules and regulations established in

these *Instructions*, whether the maps are housed directly in the library or selectively housed off-site.

Maps are subject to the same processing procedures as other paper format documents. USGS and DMA maps will be sent directly from the issuing agency. USGS will produce the shipping lists for these publications. Please refer to **Section 7** of the *Federal Depository Library Manual* for additional useful information about depository maps.

B. Posters

Posters should be housed flat and not folded or kept rolled. The preservation and proper housing of posters need not prevent them from being viewed by the public. Documents usage is a goal of the Federal Depository Library Program. Posters can and should be displayed whenever possible. Depositories can lend individual posters or series of posters to other libraries, schools or other institutions where they might be seen and used.

The processing, handling and discard of posters follows the procedures set forth for paper format documents.

Depository Designation

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A. Designation Procedure for libraries seeking depository status from a Member of Congress

1. Read the Guidelines for the Depository Library System and the text of Chapter 19, Title 44 U.S.C. in the Joint Committee Print entitled: *A Directory of U.S. Government Depository Libraries*.
2. Ascertain whether there is a Representative vacancy for a depository in your Congressional District or a Senatorial vacancy in your State by checking *A Directory of U.S. Government Depository Libraries*. Check also with the State's Regional Depository Librarian (or the State Library if there is no Regional for your State) to see if there are any pending designations in your State.
3. Review the Depository Checklist (see final page of this Chapter).
4. Contact the Documents Librarian at the nearest depository. (If the nearest depository is within the same Congressional District, this will be especially important.) Ask to see the *Instructions to Depository Libraries* which are the official rules and regulations of the Depository Library Program. Also review the *Federal Depository Library Manual*. Ask the Library Director of neighboring Federal depositories about the benefits, costs, and responsibilities of depository status.
5. If there is a vacancy, and if you feel that your library can best meet all of the requirements and responsibilities inherent in Federal Depository Library status, then contact the documents

librarian at your Regional depository (or State library if there is no Regional) to inform them of your interest in becoming a depository. Discussing the advantages, disadvantages, workload, and responsibilities involved in being a depository with the Regional librarian is strongly recommended.

6. Telephone the local office of your Representative or Senator. Inform them that you are applying for the vacancy. If the person to whom you speak is unaware of the procedure, offer to have GPO send them further information. Obtain the person's name as a contact for future calls and correspondence.
7. Write a letter to the State Librarian asking for an evaluation and a letter of recommendation. This letter should include justification for the designation as described in Section 3-7 of the *Guidelines*. The documents librarian at the State library should be informed of your letter to the State librarian so that he/she can assure timely action.
8. The State librarian, after evaluating the application as described in Section 3-8 of the *Guidelines*, and after consulting with the Regional librarian, will forward a copy of your letter, along with the recommendation for the additional depository library in the area, to the Senator or Representative.
9. The applying library will compose its formal justification for designation as a depository library and forward the letter to the Senator or Representative. The Member of Congress will then enclose both the State library's and

applying library's letters along with his/her request for depository designation to the:

Superintendent of Documents
U.S. Government Printing Office
(SD)

Washington, DC 20401

Further procedural questions should be directed to:

Chief, Inspection Team
U.S. Government Printing Office
Library Programs Service (SLL)
Washington, DC 20401
(202) 275-1119

B. Designation Procedure for libraries eligible for By-Law Status

Libraries eligible for By-law status include: land grant colleges, service academy libraries, the major library of independent Federal agencies, the library of major bureaus or divisions of Federal Departments, the library of the highest appellate court of a State, State libraries, the library of accredited law schools.

If the library is eligible for By-law status as a depository but is currently filling a slot reserved for a Congressional or Senatorial designation, the library can switch to a By-law designation. This would not disrupt GPO's service to the depository, but it would free the Congressional or Senatorial designation for another library.

1. Read the *Guidelines for the Depository Library System* and the text of Chapter

19, Title 44 U.S.C. in the Joint Committee Print entitled: *A Directory of U.S. Government Depository Libraries*.

2. Review the Depository Checklist. (see the final page of this Chapter)
3. Contact the Documents Librarian at the nearest depository. (If the nearest depository is within the same Congressional District, this will be especially important). Ask to see the *Instructions to Depository Libraries* which are the official rules and regulations of the Depository Library Program. Also review the *Federal Depository Library Manual*. Ask the Library Directors of neighboring Federal depositories about the benefits, costs, and responsibilities of depository status.
4. If you feel that your library can meet all of the requirements and responsibilities inherent in Federal Depository Library status, then send a letter to the Office of the Public Printer requesting that depository status be granted to your library.
5. Along with the request for By-law status, the library needs to supply additional information certifying its eligibility for status under Title 44 U.S.C. The letter to the Public Printer should supply this information. Land grant colleges, service academy libraries, highest appellate State court libraries and State libraries must state under which provision of Title 44 U.S.C. they claim eligibility. If there is any question as to the library's eligibility, then this question must be resolved before a request for status is made.

A law school library must certify that it is accredited and supply the name of the accrediting body in its letter to the Public Printer.

Eligible Federal libraries must supply a certification of need for granting depository status (justification for the depository) by the head of each independent agency or department to the Public Printer.

6. The library will be notified of its pending application by the Government Printing Office after these materials have been received by the Public Printer.

Further procedural questions should be directed to:

Chief, Inspection Team
U.S. Government Printing Office
Library Programs Service (SLL)
Washington, DC 20401
(202) 275-1119

C. Sample Letters

The following “**sample**” letters are copies of letters that have been used to support past designations. The name of the library and other specific information on that library have been removed. The name of the library has been replaced by the letters NLRD (which stands for “name of library requesting designation.”)

These “**sample**” letters are enclosed merely to give some guidance on the type of arguments usually given in designation requests. They should not be used as form letters. The libraries requesting designation need not have letters of support from other depositories or the Regional, but a letter from the Regional is often sent.

Letter From Library to Congressman Applying for Designation

The Honorable _____

Dear Congressman _____:

The (*name of library requesting designation (NLRD)*) hereby applies for the vacant depository library designation in the (*00*) U.S. Congressional District of (*state*). We believe we can provide a service not now available to the residents of (*town*) in the (*00*) U.S. Congressional District. No (*type*) library is currently a depository in the area. The one library that has depository status in the district is some distance from (*local area*) and residents of our service area lack convenient access to this library.

The (*NLRD*) is uniquely suited to serve the (*00*) U.S. Congressional District as a Federal Depository Library. The Library has just undergone a major building program. Substantial amounts of quality space would be available for a depository operation. The library is situated in an easily accessible site along major transportation routes. The library's service area includes a significant amount of (*00*) U.S. Congressional District's population. As a (*type*) library, the library is freely accessible to all members of the general public.

The (*NLRD*) is a member of the (*group*), a 70-member consortium. Residents of all communities within (*region*) may both use and borrow materials from our library. By placing the depository operation in the (*NLRD*), the entire consortium would benefit. We have consulted with a number of depositories in similar consortia in an effort to determine how best to use depository status to benefit all users of the consortium's libraries.

The (*NLRD*), with a collection of 200,000 volumes and a \$70,000 book budget, presently serves students, the general public, and our business community with numerous documents, including 13 items on the Appendix A list in the *Guidelines for the Depository Library System*. We are committed to expanding our Government documents service, particularly in areas that would serve our business community. Becoming a depository would allow us to substantially increase our service without substantially increasing our costs. Funds currently spent to purchase Government documents could be spent on commercial publications that would enhance the documents collection.

Our library is housed in a modern, easily accessible building, part of the Civic Center complex. Ample parking, convenient handicapped access ramps and one floor design make the library attractive for public use. The library is open seven days a week for a total of 80 hours. The library provides proper housing for its materials and comfortable surroundings for persons doing research. It has a community meeting room for doing research and in the past year has hosted programs on tax assistance, community development, and many other areas of interest in dealing with Government-related materials. Our quest for designation has the full support of the local Chamber of Commerce, the City Government, and numerous civic groups.

The library maintains a good public relations program, informing the public of its services through regular news releases to the local newspapers, as well as on its own cable television channel within the city. We have an excellent reputation for the quality of our staff and its service, and we will be supported by our City Government in this endeavor.

We realize that Federal depository library status is an honor that is granted to relatively few libraries, and that this status confers recognition from the Congressman or Senator of the special qualities of a library so honored. We fully appreciate the unique and very valuable asset that this status represents and we intent to use it productively.

Our head Reference Librarian, (*name of librarian*), will be in charge of the depository collection. This librarian has a Master's degree in Library Science, and has been active in the local Government documents interest group. We intend to maintain memberships in a number of professional groups relating to Government documents in order to remain current on the ever changing Government documents field.

We have read the *Guidelines for the Depository Library System* and the *Instructions to Depository Libraries*. We can comply with all the rules and regulations governing Federal Depository Libraries. We have consulted with our regional depository, (*name of regional library*); the (*name*) State Library; and the other depository in the (*00*) U.S. Congressional district of (*state*), (*name of other library*). You can expect letters of endorsement from them, following their receipt of copies of this letter. We will be happy to supply you with any additional information you may need, and hope you will recommend us to serve as the second depository of the (*00*) U.S. Congressional District of (*state*).

Sincerely yours,

(name)

(title)

(address & phone number)

Letter From Other Depository in District of Congressman Supporting Designation

The Honorable _____

Dear Congressman _____:

The *(name of previously designated library)* wishes to concur with the request of the *(NLRD)* for designation as a United States Federal Depository.

The *(NLRD)* seems well equipped to handle the responsibilities and the challenges that come with depository status. The library would serve an area of the Congressional district that is growing rapidly. It has a good reputation for public service and outreach. The library has anticipated the future needs of the depository operation.

It is clearly evident that the designation of *(NLRD)* as a Federal Depository Library would insure that service is provided to many deserving residents in the *(00)* U.S. Congressional district of *(state)* who do not currently have easy access to a documents collection.

If I can be of further assistance please contact me.

Sincerely,

(name of library director)
(title)

Letter From State Librarian Approving Designation

The Honorable _____

Dear Congressman _____:

I understand that the *(NLRD)* is interested in being designated as a Federal Documents Depository. It is also my understanding that you have one available designation which could be used for this purpose. As you know, the State Library is required to make recommendations to members of Congress within the State. Since the choice of a depository will effect depository services for years to come, the State Library has taken this responsibility very seriously. I have carefully reviewed the arguments presented to me by the *(NLRD)*, by the depository already located in your district, and by the Regional librarian.

It is with great pleasure that I recommend to you that you designate the *(NLRD)* as a Federal Depository Library.

In recent years the *(NLRD)* has greatly expanded their services and staff. In fact, they have recently opened a magnificent new building which would be an appropriate site for housing Federal documents. As you know, the *(local)* community is rapidly expanding and location of a Federal depository at the *(NLRD)* would not only serve people within the local area, but a number of surrounding communities on the Eastern plains.

I believe the *(NLRD)* understands the responsibilities of a Federal Depository Library. The library's administration and staff seem fully committed to providing superior public service to all members of the general public.

Should you have any questions or need further documentation regarding justification for designating the *(NLRD)* as a depository, please do not hesitate to contact me.

Sincerely,

(name of State Librarian)
(title)
(address and phone number)

Letter From Regional Depository to Congressman Supporting Designation

The Honorable _____

Dear Congressman _____:

The (*name of regional library*) wishes to concur with the request of the (*NLRD*) for designation as a United States Federal Depository.

As you know, your district covers a large area of the State and there is currently no depository easily accessible to residents in the eastern half of the district. As the State's Regional Federal Depository Library, we have gotten a number of referral and interlibrary loan requests from the (*NLRD*.) This activity indicates a great deal of interest in Government documents from that area of the State.

I have talked to the (*NLRD*) about the responsibilities and costs of a Federal Depository operation. The library's administration seems to be fully committed to the goals of the Federal Depository Library Program.

The location of the (*NLRD*) would give good geographic balance for the depositories in your district. The designation of (*NLRD*) would provide a high level of public service to the citizens in the eastern half of your district.

Its facilities, its location, and its commitment to public service combine to make the (*NLRD*) a superior candidate for a Federal Depository Library designation.

Sincerely,

(name of regional librarian)
(title)
(address and phone number)

Designation Letter from Congressman to the Superintendent of Documents

(name)
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20401

Dear _____:

I have received the enclosed letter from the librarian at *(NLRD)* requesting the vacant Federal Depository library designation in the *(00)* U.S. Congressional District of *(state)*.

The librarian's letter contains a number of good arguments for the *(NLRD)* being designated a Federal Depository Library. The candidacy of the *(NLRD)* was endorsed by the State Library and recommended by the State's Regional Federal Depository Library. In addition, I have received a number of letters supporting the designation of the *(NLRD)* as a depository from various interested parties.

After careful review of the arguments presented on behalf of the *(NLRD)*, I feel confident that the *(NLRD)* is the best qualified candidate to fill the vacancy in my district. Its commitment to meeting the Government information needs of the people of *(local area)* has been demonstrated in the past and I feel that the library will be able to meet the public service goals of the Depository Library Program for some time to come.

I am therefore pleased to designate the *(NLRD)* as a Federal Depository Library. Please keep me informed on the progress of this designation by contacting my *(local)* office.

Thank you for your attention to this matter.

Sincerely,

(name)
Member of Congress



United States Government Printing Office
Washington, D.C. 20401

ASSISTANT PUBLIC PRINTER
(Superintendent of Documents)

(Date)

Name of Library Head
Address

Dear _____:

I am in receipt of letter from State Librarian, *(name of state Librarian)* and *(title and name of designator)*, naming the *(name of library)* as a depository for United States Government Publications.

The Depository Library Act provides that Federal Depository Libraries can select one copy of any publication distributed through the Federal Depository Library Program. Only those publications that meet the Government information needs of the local population and for which the library can provide adequate facilities to receive and house, should be selected. Depositories must contain 10,000 titles, other than those issued under the Federal Depository Library Program. Depositories must also provide for free public access to the depository collection, as well as reference service to assist the public in using depository materials. Since these publications remain the property of the Federal Government, the Superintendent of Documents is required by law to periodically ascertain conditions in depository libraries and to make firsthand investigations of conditions for which need is indicated.

The enclosed forms will enable this Office to include in its records certain pertinent information about your library. Please complete them, sign both copies of the Acceptance of Designation, and return all three forms to this Office. Your library will then be placed on the list of Federal depositories and you will be supplied with descriptive lists of publications.

Sincerely,

(name)
Superintendent of Documents

Enclosures



U.S. Government Printing Office
Washington, D.C. 20401



Acceptance of Designation as a Depository for United States Government Publications

To: Superintendent of Documents
U.S. Government Printing Office
Washington D.C. 20401

Acting as the duly appointed head of the _____
_____ Library,
under the powers conferred upon me by that Office, I hereby accept for
the above mentioned Library the designation of that institution by the
Hon. _____ from the
State of _____ to be a depository for United States
Government publications.

In consideration of the privilege of selecting and receiving those series
of United States Government publications best suited to the needs of the
patrons of this library and of the local population, from the various
series which are made available to depository libraries by the
Superintendent of Documents, it is hereby agreed that this library and its
staff will abide by the law governing depository libraries, and such
regulations and instructions as have been or may be issued by the
Superintendent of Documents in administering the law.

It is further agreed that reasonable care will be exercised in selecting
and maintaining publications to be furnished to this library so as to
prevent waste of Government funds appropriated for distribution of
depository publications.

I also certify that the statements given on the attached sheets are true
to the best of my knowledge.

Date	Signature of Head of Library	Title
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COUNTERSIGNED:

Date	Superintendent of Documents
------	-----------------------------

By Law Libraries



United States Government Printing Office
Washington, D.C. 20401



Acceptance of Designation as a Depository for United States Government Publications

To: Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20401

Acting as the duly appointed head of the _____ Library, I

hereby accept for the above-mentioned Library the designation of that institution as a depository for United States Government publications.

In consideration of the privilege of selecting and receiving those series of United States Government publications best suited to the needs of the patrons of this Library and of the local population, from the various series which are made available to depository libraries by the Superintendent of Documents, it is hereby agreed that this Library and its staff will abide by the law governing depository libraries, and such regulations and instructions as have been or may be issued by the Superintendent of Documents in administering the law.

It is further agreed that reasonable care will be exercised in selecting and maintaining publications to be furnished to this Library so as to prevent waste of Government funds appropriated for distribution of depository publications.

I also certify that the statements given on the attached sheets are true to the best of my knowledge.

Date	Signature of Head of Library	Title
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COUNTERSIGNED:

Date	Superintendent of Documents
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Statement to Accompany Acceptance of Designation as a Federal Depository Library

1. What is the full name, address and telephone number of the library requesting status? (please type or print responses)

Name: _____

Address: _____

City/State: _____ Zip: _____

Congressional District: _____ County: _____

Telephone # area code () _____

2. What is the mailing address for the receipt of depository publications?

Address: _____

City/State: _____ Zip: _____

3. What is the full name and title of the administrative head of the library requesting status?

Name: _____

Title: _____

4. Is your library freely accessible to all members of the general public, including the physically disabled? (check appropriate response)

Yes _____ No _____ (if no is checked, please explain)

5. How many hours per week is your depository collection opened to the general public?

_____ Hours/week

6. Are these hours different from the hours public service is offered to you primary (students, faculty, judges, etc.) patrons?

No _____ Yes _____ (if yes is checked, please explain)

7. How many volumes does your library contain other than U.S. Government publications?

_____ volumes

8. Does the library presently have adequate shelf space, microfiche cabinets and/or map cases for the Government publications it would like to receive for the next two years?

Yes _____ No _____ (if no is checked, please explain)

9. Is the space planned to house Government documents readily accessible to members of the general public?

Yes _____ No _____ (if no is checked, please explain)

10. What percentage of the depository collection do you intend to fully catalog?

100-75% _____ 74-50% _____ 49-25% _____
less than 25% _____

11. Do you intend to shelflist your depository materials?

Yes _____ No _____ (if no is checked, please explain)

12. How do you intend to address the Government information needs of the local population?



Federal Depository Library Program

DEPOSITORY CHECKLIST

This checklist lists items that most depositories will require to maintain an effective Federal Depository operation.

Public Service

- Free Public Access
- Reference Assistance
- Collection Development Policy that addresses community needs
- Reference Aids
- Photocopying facility
- Inter-library Loan capability

Staffing

- One professional librarian to coordinate depository activities
- One hour of support staffing per week for every one percent of items numbers selected
- Staff training in depository procedures and documents resources
- Procedures Manual

Equipment

- 420 linear feet of shelving
- Processing area
 - _____ sorting shelves _____ book truck
 - _____ shelflist _____ large processing table
- Microfiche reader
- Microfiche reader/printer
- Microfiche cabinets
- Map cases
- Rubber stamp with a changeable date, the library's name and the word "depository" or "document"
- Binders, pamphlet boxes, etc. for looseleaf depository materials

Publications (provided by GPO)

- One copy of the *Instructions to Depository Libraries*
- One copy of the *Federal Depository Library Manual*
- Two copies of the *List of Classes . . .*
- Two copies of the *Inactive or Discontinued Items from the 1950 Revision of the Classified List*
- One copy of *A Directory of U.S. Government Depository Libraries*
- One set of Item number cards
- One copy of the *Guidelines for the Depository Library System*
- One copy of the *Union List of Item Selections (48 x COM)*

Depository Termination

Chapter 15

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A depository library has the right to voluntarily relinquish its depository privilege at any time by addressing a letter to the Superintendent of Documents stating that the library no longer wishes to be a depository for U.S. Government publications. If the library is served by a designated Regional Depository, they should also be notified of this decision.

The privilege may be terminated by the Superintendent of Documents if the library fails to meet the requirements as set forth in the law, or consistently disregards notices and instructions, resulting in unnecessary expense to the Government in administering the program.

Upon termination of the depository privilege, either by request or for cause, the library shall request instructions from its Regional Depository concerning disposition to be made of the depository publica-

tions on hand. If the library is not served by a designated Regional Depository, instructions should be obtained from the Superintendent of Documents.

If the library wishes to keep certain publications which were received under the depository program, it may do so in the following manner. A list of these holdings should be submitted to the Regional Depository (or the Superintendent of Documents if the depository library is not served by a designated Regional) with an accompanying statement requesting permanent retention of the listed materials. Each request will be reviewed on an individual basis and the depository library will be advised. All Government publications supplied under the Depository Program remain the property of the United States Government even after a library relinquishes its depository status.

Instructions To Depository Libraries

Appendix A

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Designated Regional Depository Libraries with Date of Designation

- Alabama** (008B)—Auburn University at Montgomery Library (Montgomery) (June 6, 1976) (0012)—University of Alabama Library (University) (May 10, 1965)
- Arizona** (0022)—Department of Library Archives & Public Records (Phoenix) (Jan. 22, 1964)
- Arkansas** (0036B)—Arkansas State Library (Little Rock) (Mar. 5, 1982)
- California** (0040)—California State Library (Sacramento) (Oct. 3, 1962)
- Colorado** (0069)—University of Colorado Libraries (Boulder) (Apr. 1, 1963) (0071)—Denver Public Library (Denver) (Apr. 1, 1963)
- Connecticut & Rhode Island** (0075)—Connecticut State Library (Hartford) (Sept. 26, 1962)
- Florida & Puerto Rico** (0103)—University of Florida Libraries (Gainesville) (Jan. 24, 1963)
- Georgia** (0114)—University of Georgia Libraries (Athens) (Jan. 17, 1977)
- Hawaii, Guam, American Samoa, & Micronesia** (0129)—University of Hawaii Library (Honolulu) (Jan. 5, 1977)
- Idaho** (0135)—University of Idaho Library (Moscow) (Aug. 6, 1963)
- Illinois** (0140)—Illinois State Library (Springfield) (Mar. 8, 1963)
- Indiana** (0170)—Indiana State Library (Indianapolis) (July 30, 1963)
- Iowa** (0189A)—University of Iowa Library (Iowa City) (July 25, 1963)
- Kansas** (0199)—University of Kansas Library (Lawrence) (Aug. 16, 1976)
- Kentucky** (0208)—University of Kentucky, Margaret I. King Library (Lexington) (Feb. 14, 1967)
- Louisiana & Virgin Islands** (0222)—Louisiana State University Library (Baton Rouge) (Feb. 26, 1964) (0230)—Louisiana Technical University Library (Ruston) (Feb. 25, 1964)
- Maine, New Hampshire, and Vermont** (0235)—University of Maine Library (Orono) (Dec. 3, 1963)
- Maryland, District of Columbia, and Delaware** (0242)—University of Maryland, McKeldin Library (College Park) (June 29, 1965)
- Massachusetts** (0268A)—Boston Public Library (Boston) (June 16, 1971)
- Michigan** (0273)—Library of Michigan (Lansing) (Jan. 31, 1964) (0275)—Detroit Public Library (Detroit) (Apr. 22, 1964)
- Minnesota** (0295)—University of Minnesota, (Minneapolis) (May 2, 1963)
- Mississippi** (0312)—University of Mississippi Library (University) (Dec. 15, 1976)
- Missouri** (0321)—University of Missouri Library (Columbia) (March 17, 1986)
- Montana** (0341)—University of Montana Library (Missoula) (Jan. 6, 1965)
- Nebraska** (0345)—University of Nebraska (Lincoln) (October 26, 1977)
- Nevada** (0353)—University of Nevada Library (Reno) (Mar. 5, 1963)

- New Jersey** (0376)—Newark Public Library (Newark) (Oct. 31, 1963)
New Mexico (0383)—University of New Mexico, Zimmerman Library (Albuquerque) (Dec. 28, 1967) (0386)—New Mexico State Library (Santa Fe) (Oct. 9, 1962)
New York (0387)—New York State Library (Albany) (Nov. 14, 1963)
North Carolina (0447)—University of North Carolina Library (Chapel Hill) (Aug. 20, 1963)
North Dakota (0455)—North Dakota State University Library (Fargo) (Mar. 3, 1969) (0456)—University of North Dakota, Chester Fritz Library (Grand Forks) (Mar. 3, 1969) shared regional
Ohio (0460)—State Library of Ohio (Columbus) (Sept. 25, 1962)
Oklahoma (0487)—Oklahoma Department of Libraries (Oklahoma City) (Dec. 18, 1962) (0488)—Oklahoma State University Library (Stillwater) (Aug. 17, 1979)
Oregon (0506A)—Portland State University Library (Portland) (March 7, 1972)
Pennsylvania (0508)—State Library of Pennsylvania (Harrisburg) (Aug. 13, 1968)
South Carolina (0560)—Clemson University (Clemson) (June 1, 1986) (0562)—University of South Carolina (Columbia) (June 1, 1986) shared regional
Texas (0591)—Texas State Library (Austin) (Feb. 21, 1963) (0614)—Texas Tech University Library (Lubbock) (Feb. 21, 1963)
Utah (0618)—Utah State University Library (Logan) (May 9, 1963)
Virginia (0640)—University of Virginia, Alderman Library (Charlottesville) (Aug. 1, 1969)
Washington & Alaska (0642)—Washington State Library (Olympia) (May 10, 1965)
West Virginia (0653)—West Virginia University Library (Morgantown) (Jan. 28, 1964)
Wisconsin (0668)—State Historical Society of Wisconsin Library (Madison) (Oct. 9, 1962) (0670)—Milwaukee Public Library (Milwaukee) (Apr. 9, 1963)
Wyoming (0677)—Wyoming State Library (Cheyenne) (Aug. 7, 1974)

Appendix B

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Instructions for Depository Libraries' Selection Update

Annually, GPO issues a computer printout to each depository Library. This printout lists all of the item numbers available for selection and a notation of "Y" (yes) or "N" (no) identifies those items which your depository library is currently receiving according to our records. When the annual selection update period is announced, a library may add items by filling out the green post cards, GPO Form 3495 "Amendment of Selections." Deletions may be submitted at any time using the same green cards. The "Amendment of Selections" sample below illustrates how to complete these cards.

e.g. Library number 211-C wants to receive item numbers 572-B and 159-C-28 but does not want to continue to receive item number 159-C-53. The item numbers were entered as four digits, one letter, two digits, and to the right of the item number the letter A (add) is entered if the library wants to receive the item and D (delete) if the library no longer wants to receive the item. Only enter those item numbers requiring a change to your selections.

The card or cards should be filled out, signed by the librarian, dated, and have the correct library number entered.

GPO Form 3495
(R 10-82)

U.S. Government Printing Office
Library Division (SLLA)

AMENDMENT OF SELECTIONS

Please list item numbers to be changed below, and indicate whether you wish to add or delete (A or D) the item from your library's selections. Please be certain to include your depository library number. Amendments will become effective quarterly, when announced by this office.

Item Number						A or D	
0	5	7	2	-	B	-	
0	1	5	9	-	C	-	2 8
0	1	5	9	-	C	-	5 3
				-		-	
				-		-	

Item Number						A or D	
				-		-	
				-		-	
				-		-	
				-		-	
				-		-	
				-		-	
				-		-	

0	2	1	1	-	C	6-6-83
---	---	---	---	---	---	--------

Library Number

Date

John A. Public

Signature of librarian authorized to amend depository's selections

() Check here to receive more forms.

GPO : 1982-O-390-037

The library number 211-C in the previous sample is entered with leading zeroes to complete the four digit boxes at the lower left hand side of the card; the letter "C" is placed in the one digit box. If a library does not have a letter leave the last box empty.

Claiming Instructions

Do not base your claims for missing depository publications on the changes made during the current selection period. The selections become activated annually on October 1. We also make a special announcement and always indicate on the shipping list which selection update period governs the item distributions. Continue to claim from the corrected copy of the most current printout you have retained until further notice. Changes must be entered in the LPS data base and new distribution tapes received in the shipping

section before selections will be activated on October 1 of each year.

Mailing Instructions

All selection changes must be received in this office by the deadline date. Those received after that date will be held and processed for the next annual update period.

Check your selections carefully before returning the post cards (GPO Form 3495) since selections will not be changed later by telephone or letter. After you are certain that all necessary changes have been made, mail the post cards. If you did not receive the post cards, use a plain piece of paper following the same format as the sample card in the instructions and mail to:

U.S. Government Printing Office
Library Programs Service (SLLA)
Selection Update
Washington, D.C. 20401

Direct Mailing List

The following item numbers are for automatic/direct mail selections. The *Depository Library Inquiry Form* (GPO Form 3794) should be used for claiming any of the titles. Only one title request (multiple issues) should be listed on each inquiry form. All claims are handled by LPS CLaims Sections except the following four titles: 1) *ICC Register*, 2) *Internal Revenue Bulletin*, 3) *Morbidity and Mortality Weekly Report*, and 4) *FERC materials*. Claims for these 4 titles are being handled through the printing contractor. If you are receiving more than one copy of any of these titles through the Depository Program, please send the mailing labels to the Library Programs Service (SLLA) so that the duplicate copies may be cancelled.

Automatic/Direct Mail Titles

Title	Classification	Item Number
Business America	C 61.18:	0127-A
Commerce Business Daily	C 1.76:	0231-G-03
Daily Weather Maps	C 55.195:	0273-D-04
Monthly and Seasonal Weather Outlook	C 55.109:	0275-F
Morbidity & Mortality Weekly Reports	HE 20.7009:	0508-F
List of CFR Sections Affected	AE 2.106/2:	0573-C (P) 0573-D (MF)
Federal Register	AE 2.106:	0573-C (P) 0573-D (MF)
Weekly Compilation of Presidential Documents	AE 2.109:	0577-A
ICC Register	IC 1.35:	0678-A
Daily Treasury Statement	T 63.113/2-2:	0923-A-02
Internal Revenue Bulletin	T 22.23:	0957
Congressional Record (daily)	X/a	0994-B (P) 0994-C (MF)
Monthly Treasury Statement of Receipts and Outlays of the US Government	T 63.113/2:	0923-A-02
Federal Energy Guidelines, Statutes of Regulations	E 2.18:	0438-C-01
Federal Energy Guidelines, FERC reports	E 2.17:	0438-C
Monthly Statement of the Public Debt	T 63.215:	0970-A-11

Paper vs. Microfiche Items

The following titles are available for selection by depository libraries in a paper or microfiche format but NOT BOTH. Regionals are the exception and will continue to receive both formats. We suggest you check your printout carefully for these items. Please select only paper or microfiche, but not both.

Title	Classification	Items	
		Paper	Microfiche
Index to Patents (annual)	C 21.5/2:	255-A	255-B
Index of Trademarks (annual)	C 21.5/3:	256-C	256-D
Official Gazette of United States Patent and Trademark Office:			
Patents (weekly)	C 21.5:	260-A	260-B

Appendix B

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Title	Classification	Items	
		Paper	Microfiche
Official Gazette of United States			
Patent and Trademark Office:			
Trademarks (weekly)	C 21.5/4:	260-C	260-D
Code of Federal Regulations	AE 2.106/3:	0572-B	0572-C
Federal Register (daily)	AE 2.106:	0573-C	0573-D
Congressional Record (bound edition)	X		993-D
Congressional Record (bound Index)	X	993-B	993-C
Congressional Record (daily)	X/a:	0994-B	0994-C
House and Senate Documents:			
(individual, as issued)	Y 1.	0996-A	0996-B may
(bound Serial Set volumes)	Y 1.	0996-C	0996-B select 2
Joint Economic Committee	Y 4.Ec 7:	1000-B	1000-C
Joint Committee on:			
Taxation	Y 4.T 19/4:	1002-A	1002-B
the Library	Y 4.L 61/2:	1003-A	1003-B
Printing	Y 4.P 93/1:	1004-C	1004-D
House and Senate Reports:			
(individual, as issued)	Y 1.	1008-C	1008-D
(bound Serial Set volumes)	Y 1.	1008-E	1008-D
Select and Special Committee of the House and Senate	Y 4.	1009-B	1009-C
Agriculture (House)	Y 4.Ag 8/1:	1010-A	1010-B
Appropriations Committee	Y 4.Ap 6/1	1011	1011-A
Hearings (House)			
Armed Services (House)	Y 4.Ar 5/2:&		
	Y 4.Ar 5/2a:	1012-A	1012-B
Banking, Finance and Urban Affairs (House)	Y 4.B 22/1:	1013-A	1013-B
District of Columbia (House)	Y 4.D 63/1:	1014-A	1014-B
Education and Labor (House)	Y 4.Ed 8/1:	1015-A	1015-B
Government Operations (House)	Y 4.G 74/7:	1016-A	1016-B
Foreign Affairs (House)	Y 4.F 76/1:	1017-A	1017-B
House Administration (House)	Y 4.H 81/3:	1018-A	1018-B
Energy and Commerce (House)	Y 4.En 2/3:	1019-A	1019-B
Judiciary (House)	Y 4.J 89/1:	1020-A	1020-B

Appendix B

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Title	Classification	Items	
		Paper	Microfiche
Merchant Marine and Fisheries (House)	Y 4.M 53:	1021-B	1021-C
Post Office and Civil Service (House)	Y 4.P 84/10:	1022-B	1022-C
Interior and Insular Affairs (House)	Y 4.In 8/14:	1023-A	1023-B
Public Works and Transportation (House)	Y 4.P 96/11:	1024-A	1024-B
Science and Technology (House)	Y 4.Sci/2:	1025-A-01	1025-A-02
Standards of Official Conduct (House)	Y 4.St 2/3:	1025-B-01	1025-B-02
Rules (House)	Y 4.R 86/1:	1025-C	1025-D
Veterans' Affairs (House)	Y 4.V 64/3:	1027-A	1027-B
Ways and Means (House)	Y 4.W 36:	1028-A	1028-B
Small Business (House)	Y 4.Sm 1:	1031-A	1031-B
House Journal	XJH:	1030-A	1030-B
Agriculture, Nutrition, and Forestry (Senate)	Y 4.Ag 8/3:	1032-C	1032-D
Appropriations Committee Hearings (Senate)	Y 4.Ap 6/2:	1033	1033-A
Armed Services (Senate)	Y 4.Ar 5/3:	1034-A	1034-B
Budget (Senate)	Y 4.B 85/2:	1035-A-01	1035-A-02
Budget (House)	Y 4.B 85/3:	1035-B-01	1035-B-02
Banking, Housing, and Urban Affairs (Senate)	Y 4.B 22/3:	1035-C	1035-D
Governmental Affairs (Senate)	Y 4.G 74/9:	1037-B	1037-C
Finance (Senate)	Y 4.F 49:	1038-A	1038-B
Foreign Relations (Senate)	Y 4.F 76/2:	1039-A	1039-B
Energy and Natural Resources (Senate)	Y 4.En 2:	1040-A	1040-B
Commerce, Science and Transportation (Senate)	Y 4.C 73/7:	1041-A	1041-B
Judiciary (Senate)	Y 4.J 89/2:	1042-A	1042-B
Labor and Human Resources (Senate)	Y 4.L 11/4:	1043-A	1043-B
Environment and Public Works (Senate)	Y 4.P 96/10:	1045-A	1045-B

Appendix B

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Title	Classification	Items	
		Paper	Microfiche
Veterans' Affairs (Senate)	Y 4.V 64/4:	1046-A-01	1046-A-02
Rules and Administration (Senate)	Y 4.R 86/2:	1046-B	1046-C
Small Business (Senate)	Y 4.Sm 1/2:	1049-J	1049-K
Senate Journal	XJS:	1047-A	1047-B
Security and Cooperation in Europe	Y 4.Se 2:	1089-C	1089-D

Standardization of Item Number Suffix by State and Areas:

01 AL	09 FL	17 KY	24 MS	31 NM	38 PA	45 VT
02 AK	10 GA	18 LA	25 MO	32 NY	39 RI	46 VA
03 AZ	11 HI	19 ME	26 MT	33 NC	40 SC	47 WA
04 AR	12 ID	20 MD	27 NE	34 ND	41 SD	48 WV
05 CA	13 IL	21 MA	28 NV	35 OH	42 TN	49 WI
06 CO	14 IN	22 MI	29 NH	36 OK	43 TX	50 WY
07 CT	15 IA	23 MN	30 NJ	37 OR	44 UT	51 DC
08 DE	16 KS					
		52 U.S. Summary		53 Outlying Areas		

Remember most states and areas are broken down by the item number suffix.

Instructions To Depository Libraries

Appendix C

List of Superseded Depository Documents (that may be discarded)

Revised January 1986

DEPOSITORY DOCUMENTS THAT MAY BE SUPERSEDED

Introduction

This list has been compiled to assist documents librarians and their staff in determining which publications received through the GPO Federal Depository Library Program may be superseded or revised by later editions. The classes listed represent publications which may be discarded according to Section 11 ("Disposition of Depository Publications") of the *Instructions to Depository Libraries*, revised June 1984 (GP 3.26: D 44/984). Librarians may follow these recommendations in weeding obsolete, dated or ephemeral documents from their shelves.

Caution

All depository librarians should note that this "superseded list" does not require that materials be discarded. Do not dispose of any material that might be vital to the collection. Research libraries should be extremely cautious about weeding older editions and other items that are of historical

or research value. Law libraries and medical libraries should also carefully evaluate any material in their respective disciplines. Every depository should carefully consider their particular needs and collection policy before discarding any material.

Regional Depositories

Regional depository librarians should be especially cautious in discarding materials which might be valuable for research or historical purposes. All newsletters, announcements, etc., that are identified in this list should be kept regardless of the retention time recommended. Only those publications which are superseded by later editions or cumulative compilations may be discarded by regionals.

How To Use This List

The classes in this list were compiled using the December 1984 revision of the *List of Classes of United States Government Publications Available for Selection by Depository Libraries*

(GP 3.24: 984/4). Each class is listed with its Superintendent of Documents classification number and item number along with a notation which indicates the required retention period. The notation is usually self-explanatory with the following terminology defined.

1. Discard if revised—Keep the latest edition/issue of each title published in the series. This term was used for monographic series where each title in the series will have to be individually reviewed.
2. Keep latest edition/issue—Only the latest edition or issue of the title needs to be kept. This term was used for series issued with some type of regularity.
3. Looseleaf. Discard revised pages. Keep latest edition—Identifies looseleaf “manuals”. Keep the latest edition of each title and the transmittals issued for that edition; revised pages may be discarded.
4. Periodicals/serials that are superseded by a cumulative edition are identified by a notation such as “monthly issues superseded by annual”.
5. Some newsletters and announcements are listed with the notation “Keep current year plus previous year”. These publications are generally from one to four pages in length and are of a current awareness nature. However, regionals and research libraries should keep all issues.
6. Separates and Reprints—only those existing as of the December 1984 *List of Classes* are listed. However, more of these type of materials have been added since. Any title that is a “separate” or a reprint of an article appearing in a full issue of a journal or report may be considered as superseded. Before discarding any reprints, librarians should be aware that

these items may prove useful for vertical file material, displays, handouts, or other promotional uses.

It was necessary to eliminate the following general classes from this list because of their broad coverage and repetitive nature:

- General Publications
- Handbooks, Manuals, Guides
- Regulations, Rules, Instructions
- Bibliographies and Lists of Publications
- Lists of Publications and any item numbers already appearing in the *Inactive or Discontinued Items . . .* list.

Each title issued in any of these series must be individually reviewed and may be discarded only when a revised edition has been received. Occasionally a single title from one of these general series is listed because it represents a title that is issued frequently and/or occupies considerable shelf space.

Only the Superintendent of Documents classification number used in the identified *List of Classes* is listed. Each library should check its own records for previous or subsequent classification numbers for each series. **All new items are starred in the left-hand margin.**

Development of the “Superseded List”

The first “superseded list” was compiled in 1981 by five documents librarians who volunteered to work on a project to identify superseded material. The need for a more definitive list of superseded titles was raised at a meeting of Regional Depositories held in conjunction with the Depository Library Council to the Public Print-

er in St. Paul, Minnesota, on April 27, 1980. A Superseded Documents Committee was formed and charged with the task of developing a list of items which depositories could discard in compliance with Section 11 of the *Instructions to Depository Libraries*.

Members of that Committee were:

F. Anne Diamond, Committee

Chair—Library of Michigan

Clyde Hordusky—State Library of Ohio

John Phillips—Oklahoma State University Library

Janis Pivarnik—University of Kentucky Library

Patricia Sloan—Nebraska Library Commission

The Committee developed a draft list to present at the second meeting of Regional Depositories held at the Council meeting in Alexandria, Virginia, on September 28, 1980. Following discussion and recommendations from the attendees, the Committee revised the list and presented it to the Council's Depository Library System Committee, chaired by Patricia Sloan, at the April 1981 Council meeting in San Antonio, Texas. On April 15, 1981 the Depository Library Council passed a resolution adopting the list and recommending that it be printed and distributed by the Government Printing Office.

The present revision represents the efforts of a new committee of 15 volunteers formed at the fall 1984 meeting of the Depository Library Council in Washington, D.C. Patricia Sloan, a member of the original committee, served as chair. Only current depository series were reviewed by both committees. This revised list contains the entries from the original list plus the entries added in this revision. Committee members reviewed their own collections for examples, contacting regional depositories and issuing agencies when necessary. The following list identifies the agency classification assignments for each of the present committee members.

Leonard Adams
Goodell Library
University of Massachusetts
Amherst, MA

Agriculture Department
Civil Aeronautics Board
Postal Service
Veterans Administration

Liese Adams
Library
Kent State University
Kent, OH

Health and Human Services
(HE 1.—HE 20.3999:)
ACTION
Education Department

Betty Bennett
Library
Stephen F. Austin State Univ.
Nacogdoches, TX

Health and Human Services
(HE 20.4000:—end of HE)
National Credit Union
Administration
National Labor Relations Board
National Mediation Board

Marian Carroll
Milner Library
Illinois State University
Normal, IL

Smithsonian Institution
State Department

Charity Davis
Library
Miami University
Oxford, OH

Arms Control & Disarmament
Agency
Environmental Protection Agency
Congressional Commissions (Y 3.)

Maureen Harris
Library
Clemson University
Clemson, SC

Energy Department
National Aeronautics & Space
Administration
National Science Foundation

Karen Kottsy
Library
University of Cincinnati
Cincinnati, OH

National Academy of Sciences
Treasury Department
Transportation Department
Congressional Committees (Y 4.)

George Kosman
Freiberger Library
Case Western Reserve University
Cleveland, OH

Commerce Department (C 55.—end
of C)
Civil Rights Commission
U.S. Information Agency
National Foundation for the
Humanities

John Phillips
Library
Oklahoma State University
Stillwater, OK

Defense Department
Federal Emergency Management
Administration
Merit Systems Protection Board
Overseas Private Investment
Corporation
Personnel Management Office

Margaret Powell
Andrews Library
The College of Wooster
Wooster, OH

Interior Department
Library of Congress
President
President's Office

Patricia Sloan
Nebraska Library Commission
Lincoln, NE

Committee Chair and Editor

Paul Thurston
Broward County Main Library
Ft. Lauderdale, FL

Justice Department
The Judiciary
Securities and Exchange
Commission
Congress (X & Y 1.)

Julia Wallace
Minneapolis Public Library
and Information Center
Minneapolis, MN

Housing and Urban Development
Department
Federal Communications
Commission
Interstate Commerce Commission
International Trade Commission
Peace Corps

Robert Walter
Library
Pittsburg State University
Pittsburg, KS

Commerce Department (C 1.—C 54.)
Railroad Retirement Board
Small Business Administration

Philip Yannarella
Library
Northern Kentucky University
Highland Heights, KY

General Accounting Office
General Services Administration
Labor Department

Note from the editor: I would like to thank all of the present committee members for their interest and diligence. The compilation of this list would not have been possible without their help. I sincerely hope there will always be a group willing to work together to produce such a valuable aid to depository libraries as this superseded list. And thanks to the Inspection Team at the Government Printing Office for overseeing its printing and distribution.

Patricia Sloan
Superseded List Editor

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
A 1.9:	0009	Farmer's Bulletins Discard if revised
A 1.34:	0015	Statistical Bulletins Discard if revised
A 1.35:	0012	Leaflets Discard if revised
A 1.38:	0013-A	Miscellaneous Publications Discard if revised
A 1.68:	0014-A	PA (Program Aid) Series Discard if revised
★A 1.75:	0004	Agricultural Information Bulletin (AIB) Series Discard if revised
A 1.76:	0003	Agriculture Handbooks Discard if revised
A 1.77:	0011	Home and Garden Bulletins Discard if revised
★A 1.88:	0016-A	Utilization Research Reports Discard if revised
A 1.89:	0080-E	Telephone Directory, Organizational Listing Keep latest issue
★A 1.89/3:	0080-E	Directories Discard if revised
A 1.89/4:	0080-E	Telephone Directory, Alphabetical Listing Keep latest issue
A 1.95:	0013-G	Marketing Bulletins Discard if revised
★A 13.28:	0080-G	Maps and Charts Discard if revised
★A 13.31:	0080-A	American Woods Discard if revised
A 13.40/6:	0082-D-04	Southern Forest Experiment Station: Occasional Papers Discard if revised
A 13.52:	0082-A	Forest Insect and Disease Leaflets Discard if revised
A 13.66/14:	0085-A-01	Pacific Northwest Forest and Range Experiment Station: Recent Publications Quarterly issues superseded by annual (A 13.66/15: P 96/yr.)
A 13.78:	0083-B	Research Papers Discard if revised
A 13.84/2:	0083-C	Engineering Technical Information System, EM-(series) Keep latest edition
★A 17.23:	0095-F	Agricultural Libraries Information Notes Keep current year plus previous year
A 57.38:/list	0102-A	List of Published Soil Surveys Keep latest edition
★A 57.44:	0119-A	Conservation Information, SCS-CI (series) Discard if revised
A 57.52:	0121-A	Soil Survey Investigation Reports Discard if revised
A 67.26:	0076-G	Miscellaneous Series FAS-M (nos.) Discard if revised

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★A 67.40/2:	0076-A	Export Briefs (weekly) Keep current year plus previous year
★A 68.3:	0116	Bulletins Discard if revised
★A 68.5:	0116-B	Laws Discard if revised
A 68.6/2:	0116-A	List of Materials Acceptable for Use on Systems of REA Electrification Borrowers Looseleaf. Discard revised pages. Keep latest edition
★A 68.6/4:	0116-A-02	Telecommunications Engineering and Construction Manual Looseleaf. Discard revised pages. Keep latest edition
★A 68.6/5:	0116-A-03	List of Materials Acceptable for Use on Telephone Systems of REA Borrowers Looseleaf. Discard revised pages. Keep latest edition
★A 77.17/4:	0026-C-01	Eastern Regional Research Center: Publications and Pat- ents (list) Semiannual issues superseded by periodic cumulations
★A 82.5:	0107	Laws Discard if revised
A 82.82:	0110-A	ASCS Background Information BI-(series) Discard if revised
★A 82.311:	0034-A	Charts Providing Graphic Summary of Operations Keep latest edition
★A 88.5:	0024-O	Laws Discard if revised
★A 88.6/2:	0024-B-02	Standards for (Fruits, Vegetables, etc.) Discard if revised
★A 88.14/12:	0021-Q	Dairy Plants Surveyed and Approved for USDA Grading Service (quarterly) Keep latest issue
★A 88.15/23:	0040-B-01	List of Plants Operating Under USDA Poultry, Egg Grading, and Egg Products Inspection Programs Keep latest edition
A 88.40:	0019-A	AMS-(series) Discard if revised
★A 88.56:	0024-G-03	Warehouses Licensed Under U.S. Warehouse Act Keep latest edition
★A 88.57:	0024-B-04	AMS Food Purchases Weekly Summary Keep current year plus previous year
★A 88.59:	0024-B-01	Directory of State Departments of Agriculture Keep latest edition
A 89.20:	0064-B	Special Reports Discard if revised
★A 92.16:	0018-C	Agricultural Prices Monthly issues superseded by annual (A 92.16/2: Note: Annual does <i>not</i> contain all the detailed data from the monthly issues)
A 92.18/3:	0024-J	Livestock Slaughter Monthly issues superseded by annual
★A 92.34:	0018-C-01	SRS Series Discard if revised
★A 93.39:	0021-N-02	ERS Abstracts Keep current year plus previous year

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★A 93.40:	0021-N-04	Farmers Newsletter Keep current year plus previous year
★A 98.8/2:	0074-A-04	FNS (FS) Handbooks Looseleaf. Discard revised pages. Keep latest edition
★A 98.9:	0074-A-02	FNS-(series) Discard if revised
★A 98.15:	0074-A-01	Directory of Cooperating Agencies Looseleaf. Discard revised pages. Keep latest edition
★A 101.10/2:	0030-A-01	APHIS (series) Keep latest edition
★A 101.11:	0030-A-06	Plant Quarantine Import Requirements (various countries) Discard if revised
★A 101.13:	0030-A-09	Directory of Animal Disease Diagnostic Laboratories Keep latest edition
A 101.21:	0030-A-08	APHIS Organizational Directory Keep latest edition
A 103.6/2:	0021-T-05	United States Standards for (various foods) Discard if revised
A 103.6/3:	0024-P-02	Standards for Fruit and Vegetables (irregular) Discard if revised
A 103.13:	0021-T-01	List of Chemical Compounds (annual) Keep latest compiled edition
A 104.6/2:	0024-P-02	Official U.S. Standards for Grain Keep latest compiled edition
A 106.14/2:	0022-A-06	Soil, Water, Air Sciences Directory Keep latest edition
A 107.13:	0090-E	Farm Paper Letter (weekly) Keep current year plus previous year
A 107.13/2:	0090-E	Farm Broadcasters Letter (weekly) Keep current year plus previous year
A 107.18:	0090-D	Selected Speeches and News Releases (weekly) Keep current year plus previous year
A 110.6/2:	0021-T	Meat and Poultry Inspection Regulations Looseleaf. Discard revised pages. Keep latest edition. Monthly changes superseded by annual cumulation
A 110.8/2:	0031-C-01	Meat and Poultry Inspection Manual Looseleaf. Discard revised pages. Keep latest edition
★A 110.9:	0031-C-01	Compilation of Meat and Poultry Inspection Issuances Keep current year plus previous year
★A 110.11:	0032-A	Meat and Poultry Inspection Directory Keep latest edition
★A 110.12:	0032-A-02	Accepted Meat and Poultry Equipment Keep latest issue
★AA 1.2:V 88/yr.	0074-C-03	Volunteers in Service to America Keep latest edition
★AA 1.11:	0030-A-02	ACTION Pamphlets Discard if revised
★AA 2.10:	0074-B-02	Prime Times (bimonthly) Keep current plus previous year
AE 1.110/2:	0569-C-01	List of Audiovisual Materials Produced by the U.S. Government [previously classed as GS 4.17/5-2:] Discard if revised

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
AE 1.112:	0570-C-01	Guides to German Records Microfilmed at Alexandria, VA. [previously classed as GS 4.18:] Discard if revised
AE 1.113:	0569	General Information Leaflet Series [previously classed as GS 4.22:] Discard if revised
AE 2.106:	0573-C [P] 0573-D [MF]	Federal Register (daily) [previously classed as GS 4.107:] Keep current year plus previous year
AE 2.106/2:	0573-C [P] 0573-D [MF]	List of CFR Sections Affected [previously classed as GS 4.108/3:] Keep quarterly (Mar., June, Sept., & Dec.) issues marked "Save this issue" and monthly issues since the last cumulative issue
AE 2.106/3:	0572-B [P] 0572-C [MF]	Code of Federal Regulations [previously classed as GS 4.108:] Keep latest edition of each title and part. NOTE: Law libraries and others using the CFR heavily should keep all editions of each title EXCEPT Title 3, see below
AE 2.106/3:	0572-B [P] 0572-C [MF]	Code of Federal Regulations, Title 3, President [previously classed as GS 4.108/2:] Keep annual issues until superseded by quinquennial cumulation
AE 2.109:	0577-A	Weekly Compilation of Presidential Documents [previously classed as GS 4.114:] Superseded by Public Papers of the President begin- ning with the Carter Administration
AE 2.110:	0575	Slip Laws [Public Laws] Discard upon receipt of <i>U.S. Statutes at large</i>
AE 2.113:	0574-A-01	Codification of Presidential Proclamations & Executive Orders. [previously classed as GS 4.113/3:] Keep latest edition. Watch inclusive dates
★C 1.8/4:	0128-A-01	Federal Meteorological Handbook Looseleaf. Discard revised pages. Keep latest compiled edition
C 1.24/3:	0127	Commerce Publications Update Keep current year plus previous year
C 1.37:	0126-D	Telephone Directory, Looseleaf. Discard revised pages
★C 1.61:	0126-D-02	Interagency Auditor Training Center Bulletin Keep latest edition
★C 1.76:	0231-G-03	Commerce Business Daily Keep latest 3 months
★C 3. Form:	0146-M	Forms (Census Bureau) Discard if revised or expired
★C 3.20:	0141	Cotton Ginnings (A-10 series and A-20 series)
★C 3.20/3:		Monthly issues of both series superseded by C 3.32: <i>Cotton Ginnings in the United States</i> (annual). Note: Annual does <i>not</i> contain all the detailed data from the monthly issues
C 3.24/3:	0137-A-01 to 0137-A-51	Census of Manufactures: Geographic areas —State Series Loose issues superseded by bound (C 3.24:)

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★C 3.24/8:	0135	Census of Manufactures: Preliminary Reports Preliminary Geographic reports superseded by C 3.24/3: Preliminary Industry reports superseded by C 3.24/4:
★C 3.24/9:	0134-A	Annual Survey of Manufactures Loose issues superseded by bound (C 3.24/9-2:)
C 3.24/12:	0135	—Subject Series Loose issues superseded by bound (C 3.24:)
C 3.24/15:	0135	—Special Reports Loose issues superseded by bound (C 3.24:)
C 3.31/7:	0152-B-01 to 0152-B-53	Census of Agriculture: —Preliminary and/or Advance Reports Keep final report (C 3.31/12:)
★C 3.133:	0147-C	Monthly Wholesale Trade Sales and Inventories Monthly issues superseded by C 3.133/2: <i>Revised Monthly Wholesale Trade Sales and Inventories</i> (annual)
★C 3.138/3:	0147-B	Monthly Retail Trade Sales and Inventories Monthly issues superseded by C 3.138/3-3: <i>Revised Monthly Retail Sales and Inventories</i> (annual)
★C 3.138/4:	0147-B	Advance Monthly Retail Sales Monthly issues superseded by C 3.138/3: <i>Monthly Retail Trade Sales and Inventories</i>
C 3.145/5:	0148-A	Census of Governments: —Preliminary Reports Keep final report (C 3.145/5:)
C 3.150:	0148	U.S. Foreign Trade Schedules Looseleaf. Discard revised pages. Keep latest edition
C 3.158:	0142-A	Current Industrial Reports Monthly issues superseded by annual
C 3.163/3:	0138	Bureau of Census Catalog Monthly issues superseded by quarterly; Quarterly superseded by annual
C 3.167/3:	0138	Monthly Product Announcements Keep current year plus previous year. Information appears later in C 3.163/3: <i>Catalog of Publications</i>
C 3.186:	0142-C	Current Population Reports Any report whose time span is overlapped; advanced superseded by final
C 3.216:	0158	Census of Mineral Industries: —Industry Series Loose issues superseded by bound (C 3.216/5:)
C 3.216/2:		—Area Series Loose issues superseded by bound (C 3.216/5:)
C 3.216/3:		—Preliminary Reports Preliminary issues superseded by final (C 3.216:)
C 3.216/4:		—Subject Series Loose issues superseded by bound (C 3.216/5:)

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
C 3.223/5:	0159-C-01 to 0159-C-53	Census of Population —Number of Inhabitants Loose issues superseded by bound (C 3.223/9:)
C 3.223/6:	0159-C-01 to 0159-C-53	—General Population Characteristics Loose issues superseded by bound (C 3.223/9:)
C 3.223/7:		—General Social and Economic Characteristics Loose issues superseded by bound (C 3.223/9:)
C 3.223/8:		—Detailed Characteristics Loose issues superseded by bound (C 3.223/9:)
★C 3.223/18:	0159-B-01 to 0159-B-53	Census of Population and Housing —Preliminary Reports Superseded by C 3.223/19: <i>Advance Reports</i>
★C 3.223/19:	0159-B-01 to 0159-B-53	—Advance Reports Superseded by C 3.223/23: <i>Summary Reports</i> . . .
★C 3.223/21:	0154	—Provisional Estimates of Social, Economic, and Housing Characteristics Superseded by data in C 3.223/8: and C 3.224/3 (PC80-1-D and HC80-1-A)
★C 3.223/21-2:	0156-M-01 to 0156-M-53	—Advance Estimates of Social, Economic, and Housing Characteristics Superseded by data in C 3.223/7: and C 3.224/3 (PC80-1-C and HC80-1-A)
C 3.224/3:	0156-B-01 to 0156-B-53	Census of Housing: —States and Small Areas Loose issues superseded by bound (C 3.224/3:)
C 3.238/4:	0148-C	National Clearinghouse for Census Data Services Address List Keep latest edition
★C 3.238/5:	0148-C	Telephone Contacts for Data Users Keep latest issue
★C 3.238/6:	0148-C	Product/Activity Status Bulletins Keep current year plus previous year
C 3.240/3:	0142-D	Data Access Descriptions: —Computer Tape Series Keep latest edition
C 3.240/5:		—Collection, Evaluation and Processing Series Keep latest edition
C 3.240/7:		—Data Access Description (Miscellaneous) Keep latest edition
C 3.245/3:	0133-D-02	Census of Construction Industries: —Industry Series Loose issues superseded by bound
C 3.245/5:		—Special Reports Loose issues superseded by bound
C 3.245/6:		—Preliminary Industry Statistics Superseded by final reports (C 3.245/3:)
★C 3.252:	0131-F	Factfinder for the Nation Discard if revised

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
C 3.255/2:	0132-A-01 to 0132-A-53	Census of Retail Trade: —Geographic Area Services Loose issues superseded by bound (C 3.225/6:)
C 3.255/2-2:		—Geographic Area Statistics, Advance Reports Superseded by final reports (C 3.255/2:)
C 3.255/3:	0133	—Subject Series Loose issues superseded by bound (C 3.255/6:)
★C 3.255/3-2:	0133	Census of Retail Trade: Industry Series, Preliminary Re- ports Superseded by final (C 3.225/3-2:)
C 3.256/2:	0132-B-01 to 0132-B-53	Census of Wholesale Trade: —Geographic Area Series Loose issues superseded by bound (C 3.256/4:)
C 3.256/2-2:		—Geographic Area Series, Advance Reports Superseded by final reports (C 3.256/2:)
C 3.256/3:	0133-B-01	—Subject Series Loose issues superseded by bound (C 3.256/4:)
★C 3.256/3-2:	0133-B-01	Census of Wholesale Trade: Industry Series, Preliminary Reports Superseded by final (C 3.256/3:)
C 3.257/2:	0132-C-01 to 0132-C-53	Census of Service Industries: —Geographic Area Series Loose issues superseded by bound (C 3.257/4:)
C 3.257/2-2:		—Geographic Area Series, Advance Reports Superseded by final (C 3.257/2:)
★C 3.257/3-2:	0133-C-01	Census of Service Industries: Advance Subject Reports Superseded by final (C 3.257/3:)
★C 3.257/3-3:	0133-C-01	Census of Service Industries: Industry Series, Preliminary Reports Superseded by final (C 3.257/3:)
★C 3.262:	0148-F	Directory of Data Files Looseleaf. Discard revised pages. Keep latest compiled edition
C 13.10:	0247	Special Publications Discard if revised
C 13.16:	0247-A-01	Letter Circulars Discard if revised
★C 13.20/2:	0243	Voluntary Product Standards Discard if revised
C 13.32:	0239	Applied Mathematics Series Discard if reprinted
C 13.37:	0240-A-01	NBS Publications Lists Discard if revised
C 13.46:	0249-A	NBS Technical Notes Discard if revised
C 13.52:	0248-D	Federal Information Processing Standards Publications Discard if revised
C 13.58:	0247-D	NBSIR (series) Discard if revised

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★C 21.2: P 27/yr.	0254	General Information Concerning Patents Keep latest edition
C 21.3/2:	0252-A	List of Patent Classification Definitions (Microfiche) Keep latest edition. Discard revised classes
C 21.7:	0261	Patent Laws Keep latest compiled edition
C 21.9/2:	0262-A	Attorneys and Agents Registered to Practice Before U.S. Patent Office Keep latest edition
C 21.12:	0258	Manual of Classification Looseleaf. Discard revised pages. Keep latest compiled edition
C 21.12/2:	0257	Index to the U.S. Patent Classification Keep latest edition
C 21.15:	0259	Manual of Patent Examining Procedures Keep latest edition
★C 21.26:	0256-A-01	General Information Concerning Trademarks (earlier classified as C 21.2:T 67/yr.) Keep latest edition
★C 31.206/2: L 52	0186	Legislative History of CAB Regulations Looseleaf. Discard revised pages. Keep latest edition
C 31.206/5:	0186	Uniform System of Accounts and Reports for Certified Air Carriers Looseleaf. Discard revised pages. Keep latest edition
C 31.211/3:	0179	Cumulative Index Digest Keep latest edition
C 31.220:	0186	CAB Economic Regulations Superseded by CAB 1.16:977
C 31.249:	0183-A	Handbook of Airline Statistics Keep 9th (1973) edition. Keep all supplements
C 39.206/4:	0237	Index of Current Regulations Keep latest compiled edition
★C 46.25:	0130-J	Qualified Areas Under Public Works and Economic Devel- opment Act of 1965 Keep latest issue
★C 46.25/3:	0130-J	Designated Redevelopment Areas Under the Public Works and Economic Development Act of 1965 Keep latest issue
★C 51.11/2-2:	0188-A-03	Directory of Computerized Data Files Keep latest issue
★C 51.13:	0188-A-04	NTIS Published Searches Keep latest issue
★C 51.14:	0188-A-12	Newsline (NTIS) Keep current year plus previous year
C 55.8/3:	0250-E-15	NOAA Manuals Discard if revised
C 55.12:	0250-E	Federal Coordinator for Meteorological Services and Sup- porting Research Keep latest edition
C 55.15:	0250-E-03	NOAA Program Plans Keep latest edition
C 55.108/2:	0275-E	Weather Service Observing Handbooks Discard if revised

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
C 55.108/3:	0275-E	Forecasters Handbooks Discard if revised
C 55.108/4:	0275-G	National Weather Service Communications Handbook Keep latest edition
★C 55.108/5:	0275-E	National Weather Service Engineering Handbook Looseleaf. Discard revised pages. Keep latest edition
★C 55.111:	0278-B	Operations of National Weather Service Keep latest issue
★C 55.127:	0275-K	Disaster Preparedness Reports Keep current year plus previous year
★C 55.214/nos	0277-A-01 to 0277-A-50	Climatological Data, (state) Monthly issues superseded by annual. NOTE: Annual does <i>not</i> contain all the detailed data from the monthly issues
★C 55.216/nos	0274-A-01 to 0274-A-50	Hourly Precipitation Data, (state) Monthly issues superseded by annual. NOTE: Annual does <i>not</i> contain all the detailed data from the monthly issues
C 55.219:	0275-C	Key to Meteorological Records Documentation Discard if revised
C 55.219/2:	0275-C	Key to Geophysical Records Documentation Keep latest edition
C 55.219/3:	0275-C	Key to Oceanographic Records Documentation Keep latest edition
C 55.220/3:	0834-N-02	World Data Center A, Oceanography: Oceanographic Data Exchange Semiannual superseded by annual
C 55.281:	0274-A	National Climatic Center: Publications Discard if revised
★C 55.286/6-nos	0274-E-01 to 0274-E-50	Local Climatological Data, (state) Monthly issues superseded by annual. NOTE: Annual does <i>not</i> contain all the detailed data from the monthly issues
C 55.309/2:	0610-A	Current Fisheries Statistics Monthly issues superseded by annual
★C 55.336:	0616-K-02	Council Memorandum Keep current year plus previous year
C 55.419:	0193	NOS Publications Discard if revised
C 55.420:	0338	Great Lakes Pilot Keep latest edition
C 55.421:	0199	Tide Tables—West Coast Keep latest edition
C 55.421/2:	0197	Tide Tables—East Coast Keep latest edition
C 55.421/3:	0198	Tide Tables: Europe and West Coast of Africa Keep latest edition
C 55.421/4:	0196	Tide Tables: Central and Western Pacific Keep latest edition
C 55.422: 1/ to 9/	0201-0204 0206 0207-A-03	U.S. Coast Pilots Keep latest edition for each area
C 55.425:	0190	Tidal Current Tables: Atlantic Coast Keep latest edition

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
C 55.425/2:	0191	Tidal Current Tables: Pacific Coast Keep latest edition
C 59.15:	0142-H	Maps Discard if revised
C 61.11:	0231-I	Foreign Economic Trends FET (series) Discard if revised
C 61.12:	0231-B	Overseas Business Reports Discard if revised
C 61.13:	0231-B-09	Trade Opportunities Program (Top Bulletin) Keep three months only
C 61.23:	0211	Export Administration Regulations Keep latest edition
★C 61.30:	0231-M-01 to 0231-M-50	State Export Series Keep latest issue of each state
★C 61.31:	0231-B-04	Franchise Opportunities Handbook Keep latest edition
CAB 1.5: Av 5/yr.	0184	Federal Aviation Act of 1958 Keep latest issue
★CAB 1.16:	0186	Regulations of CAB Looseleaf. Discard revised pages. Keep latest edition. NOTE: Agency ceased Dec. 1984, authority transferred to Dept. of Transportation, Jan. 1985
★CAB 1.26:	0177-A-15	List of U.S. Air Carriers Keep latest issue
CC 1.5:	0286	Laws Keep latest cumulative edition
CC 1.6/1 to CC 1.6/11:	0287	FCC Rules and Regulations, Volumes 1-11 Looseleaf. Discard revised pages
CC 1.7:	0287	FCC Rules and Regulations (parts) Keep latest edition
CC 1.12/2a:	0284-A	Federal Communication Commission Reports (Weekly) Loose issues superseded by bound—second series (CC 1.12/2:)
★CC 1.53:	0283-A	Telephone Directory Keep latest issue
★CR 1.10:	0288-A-05	Clearinghouse Publications Discard if revised
★CR 1.15:	0288-A-08	Civil Rights Update Keep current year plus previous year
★CR 1.16:	0288-A-09	Telephone Directory Keep latest issue
D 1.6/4:	0306-B-01	Joint Travel Regulations—Vol. 1, Members of Uniformed Services Looseleaf. Discard revised pages. Keep latest edition
D 1.6/5:	0306-C	Joint Travel Regulations—Vol. 2, Civilian Personnel Looseleaf. Discard revised pages. Keep latest edition
D 1.6/7:	0310-N	Engineered Performance Standards for Real Property Main- tenance Activities (handbooks) Discard if revised
★D 1.6/8:	0306-E	DOD Directives System Quarterly Index Keep latest issue
★D 1.6/10:	0310-F	DCAA Regulations Discard if revised

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
D 1.7:	0304-H	Telephone Directory, U.S. Dept. of Defense (Triannual) Keep latest issue
D 1.13:	0303	Armed Services Procurement Regulations Keep latest edition. Revised pages issued as <i>Defense Acquisition Circulars</i> (D 1.13/3:)
D 1.13/3:	0304	Defense Acquisition Circulars (irregular) Revised pages to <i>Armed Services Procurement Regulations</i> (D 1.13:), keep for same edition. Discard revised pages
D 1.13/4:	0303	Armed Services Procurement Manuals (ASPM series) Discard if revised
★D 1.15:	0349	Manual for Courts Martial Looseleaf. Discard revised pages. Keep latest edition
★D 1.33/4:	0304-D	Catalog of DIOR Reports, Department of Defense (annual) Keep latest issue
★D 1.33/5:	0304-D	Index of DCAA Numbered Publications and Memorandums (quarterly) Keep latest issue
★D 1.45:	0310-B	Defense Management Education and Training Catalog Keep latest issue
★D 1.45/2:	0310-B	ADP Training Catalog (biennial) Keep latest issue
D 1.46/2:	0310-E-02	DCAAM, Defense Contract Audit Agency Manual (numbered) Keep latest edition
★D 1.46/4:	0310-E-01	Directory of DCAA Offices (3 times yearly) Keep latest issue
★D 1.54:	0310-I	Military Compensation Background Papers Discard if revised
★D 1.59:	0310-L	Defense Information School Catalog (annual) Keep latest issue
★D 1.59/2:	0310-M	Defense Systems Management College Catalog (annual) Keep latest issue
★D 1.67:	0310-M-01	Bulletin of the School of Medicine, Uniformed Services University of the Health Sciences (annual) Keep latest issue
★D 1.67/2:	0310-M-01	Graduate Education Bulletin, Uniformed Services University of the Health Sciences (annual) Keep latest issue
★D 2.3/2:	0312-A	Voting Information Bulletins Discard if revised
★D 2.14:	0312-A	DOD Pamphlets Discard if revised
★D 2.18:	0312-D	Civilian Health and Medical Program of Uniformed Services (fact sheets) CHAMPUS FS (series) Discard if revised
★D 5.12:	0315-C	JCS Publications (numbered) Discard if revised
★D 5.18:	0315-C-01	Addresses Keep current year plus previous year
D 5.109:	0315-D-01	National Military Command System Information Processing System 360 (publications) Discard if revised

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
D 5.111:	0315-D-02	Global Autovon Telephone Directory Keep latest issue
★D 5.210:	0315-F-03	Academic Catalog (annual) Keep latest issue
D 5.315:	0379-A	Notice to Mariners (weekly) Keep current year
★D 5.315/2:	0379-A	Summary of Chart Corrections Keep latest issue
D 5.317:	0378-D 0378-E 0378-F 0378-G	Hydrographic/Topographic Center Publications (numbered) —Sailing Directions —Loran Tables —Omega Tables Discard if revised
★D 5.414:	0378-H-06	National Defense University Catalogue (annual) Keep latest issue
★D 5.414/2:	0378-H-06	National Defense University, DOD Computer Institute NDU-DODCI Course Catalog (annual) Keep latest issue
D 7.6/2:	0314-A	Handbooks H-(series)
D 7.6/2-2:	0314-A-01	Handbooks H-(series)—Microfiche Edition Keep latest edition
D 7.6/3:	0314-A	Manuals (M-series) Discard if revised
D 7.6/4:	0314-A	Defense Integrated Data System, DIDS Procedure Manual (15 volume set) Looseleaf. Discard revised pages. Keep latest edition of each volume
★D 7.6/4-2:	0314-A-03	Standardization of Work Measurement DOD 5010.15-M Discard if revised
D 7.6/5:	0314-A-06	Defense Logistics Procurement Regulations Looseleaf. Discard revised pages. Keep latest edition
D 7.6/6:	0314-A	Defense Logistics Agency Regulations, DLAR Looseleaf. Discard revised pages. Keep latest edition
D 7.6/7:	0314-A	Defense Logistics Agency Handbooks, DLAH Discard if revised
D 7.6/8:	0314-A	Defense Logistics Agency Manuals, DLAM Discard if revised
D 7.6/9:	0314-A	HQM (series) Discard if revised
D 7.6/10:	0314-A	DSA-DLSC Handbooks Discard if revised
D 7.6/12:	0314-A-02	DOD Activity Address Directory (DODAAD) Keep latest edition
D 7.6/13:	0314-A-04	Defense Property Disposal Service DPDS-H (series) Discard if revised
D 7.6/14:	0314-A-05	Defense Administrative Support Center Handbooks, DASCH (series) Discard if revised
D 7.6/15:	0314-A	Milstrip: Foreign Military Sales (FMS) Customer Proce- dures Keep latest edition
D 7.6/16:	0314-A	Milstrip Routing Identifier Codes Keep latest edition

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★D 7.6/17:	0314-A	Milstrip (Military Standard Requisitioning and Issue Procedures) Keep latest issue
D 7.8/9:	0314-A	HQM (series) Discard if revised
D 7.10:	0314-J	Military Standards Looseleaf. Discard revised pages. Keep latest edition
D 7.11/2:	0314-A	Register of Planned Emergency Procedures Keep latest edition
D 7.14:	0314-G	DOD Index of Specifications and Standards Keep latest edition
D 7.14/2:	0314-G	Federal Supply Classification Listing of DOD Standardization Documents Keep latest edition
D 7.20/2:	0314-L-01	MCRL (Master Cross Reference List), C-RL-1 and C-RL-2 Keep latest edition
★D 7.20/3:	0314-L-04	MCRL-1-MC (Master Cross Reference List-1-Marine Corps) Keep latest issue
★D 7.28:	0314-L-07	Freight Classification Data File, Basic (Quarterly) Keep latest issue
★D 7.29/3:	0314-L-05	Management Data List (ML) Basic Army (Monthly) Keep latest issue
★D 7.29/4:	0314-L-02	Management Data List (ML) Basic Navy (Quarterly) Keep latest issue
★D 7.29/5:	0314-L-06	Management Data List (ML) Basic Marine Corps (Quarterly) Keep latest issue
★D 7.29/6:	0314-L-03	Consolidated Management Data List ML-Basic (Monthly) Keep latest issue
★D 12.6:	0358	Regulations Discard if revised
D 12.8:	0358	Pamphlets Discard if revised
D 12.8/2:	0358	Technician Personnel Pamphlets Discard if revised
D 12.10/2:	0358	National Guard Bureau Manual Keep latest edition
★D 12.11:	0358-B	ANG (Air National Guard) (series) Discard if revised
★D 12.12:	0358-B-01	ARNG (Army National Guard) (series) Discard if revised
D 14.8/2:	0320-B-01	Student Manual (SM series) Discard if revised
D 14.8/4:	0857-D-12	Instructor's Guide, (IG series) Discard if revised
D 14.9:	0320-B-02	Technical Report (TR series) Discard if revised
D 14.10:	0857-D-11	Miscellaneous Publications (MP series) Discard if revised
D 14.17:	0320-B-11	Research Study RS (series) Discard if revised
D 101.6/4:	0327-A	Army Procurement Procedure Keep latest edition

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
D 101.9:	0323	Army Regulations Keep latest edition and changes of each title
D 101.9/2:	0323	Army Material Development and Readiness Command Regulations (DARCOM-R series) Discard if revised
★D 101.9/2-2:	0323	AMC Supplement 1 to AR (Army Regulation) (Series) Discard if revised
D 101.9/3:	0323	Supply and Maintenance Command Regulations Looseleaf. Discard revised pages. Keep latest edition
★D 101.9/4:	0323	Headquarters Fort McCoy Regulations Discard if revised
★D 101.9/5:	0323	United States Army Recruiting Command, USAREC Regu- lations Discard if revised
★D 101.9/6:	0323	First Army, 1A Regulations Discard if revised
D 101.11:	0329	Technical Manuals Discard if revised
D 101.11/2:	0329	Strategic Communications Command: Technical Manuals (CCTM series) Discard if revised
★D 101.12/2a:	0322-K	Soldier Support Journal (separates) Separates superseded by same article in full issue (D 101.12/2:)
★D 101.15:	0322-A	SB (Supply Bulletins) (Series) Discard if revised
★D 101.16:	0322-A	SC (Supply Catalog) (Series) Discard if revised
D 101.20:	0324	Field Manuals Discard if revised
D 101.20/2:	0324-A	Army Training and Evaluation Program, ARTEP-(series) Discard if revised
D 101.22:	0327-E	Pamphlets (Numbered, Except <i>Army Lawyer</i> , <i>Military Law Review</i> , <i>Military Chaplains' Review</i> , and Area Hand- books) Discard if revised
D 101.22:	0327-J	Pamphlets—550-nos. Area Handbooks, Bibliographies Discard if revised
D 101.22/3:	0322-A	DARCOM Pamphlets (numbered) Discard if revised
D 101.22/5:	0322-A	Supply and Maintenance Command SMC Pamphlets Discard if revised
D 101.22/6:	0327-K	Military Traffic Management Command: MTMC Pamphlets Discard if revised
D 101.24:	0324-B	Training Circulars Discard if revised
★D 101.25:	0329	Technical Bulletins Discard if revised
★D 101.43/2:	0323-A	RPI (series) Discard if revised
D 101.48:	0327-D	ROTC Manuals (numbered) Discard if revised
★D 101.93:	0322-L	Educational Services Brochure and Schedule of Courses Keep latest issue

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★D 101.94/3:	0325-B-03	Army Management Engineering Training Activity: Course Catalog Keep latest issue
D 103.4:	0337-B-02	Circulars (EC-series) Discard if revised
D 103.6/3:	0338-A	Manuals (EM-series) Discard if revised
D 103.6/4:	0341	Engineers Regulations (ER-series) Looseleaf. Discard revised pages. Keep latest edition
D 103.8:	0340	Port Series Discard if revised
D 105.6/4:	0325-G	U.S. Army Ordnance and Chemical Center and School Job Aids (numbered) Discard if revised
D 114.10:	0344-B	Publications of Office, Chief of Military History (list) Keep latest issue
D 201.6/10:	0373	Navy Contracting Directives Keep latest edition
D 201.6/10-2:	0373	Navy Contracting Directives, Supplements Keep latest edition
D 201.11:	0372	Navy Regulations Looseleaf. Discard revised pages. Keep latest edition
D 205.9:	0380-B	Armed Forces Federal Income Tax (annual) Keep latest issue
★D 206.7/a:	0385-D	U.S. Navy Medicine (separates) Separates superseded by same article in full issue (D 206.7:)
D 206.8/2:	0385-B	Manual of Medical Department Looseleaf. Discard revised pages. Keep latest edition
D 207.208/2:	0404	Rate Training Manuals Discard if revised
D 208.6/2:	0403-A	Naval Military Personnel Manual Looseleaf. Discard revised pages. Keep latest edition
★D 208.6/4:	0403-A-01	Port Guide (various ports) Keep latest issue
D 208.109:	0390-A	Annapolis, United States Naval Academy Catalog (annual) Keep latest issue
D 209.14/2:	0418-A	Design Manuals Discard if revised
D 214.9/3:	0384	Technical Manuals Discard if revised
★D 214.9/4:	0384	Marine Corps Manual Looseleaf. Discard revised pages. Keep latest edition
★D 214.9/4:	0384	Fleet Marine Force Manuals, FMFM (series) Discard if revised
D 301.7:	0421	Air Force Manuals Discard if revised
D 301.26/6:	0422-K	Air University Publications Discard if revised
D 301.26/12:	0421-E-04	Air University, AFROTC (text books) Keep latest edition
D 301.26/16:	0422-R-01	Air University Catalog (annual) Keep latest issue

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
D 301.27:	0421	Air Weather Service Manuals Discard if revised
D 301.35:	0421-A	Air Force Pamphlets (numbered) Discard if revised
D 301.35/3:	0421-A	Air Force Systems Command Pamphlets AFSCP Discard if revised
D 301.35/5:	0421-A	Air Force Reserve Pamphlets, AFRESP (series) Discard if revised
D 301.45:	0422-B	Air Force Systems Command—Publications Discard if revised
D 301.45/14-2:	0421	Air Force Systems Command—Regulations AFSCR Looseleaf. Discard revised pages. Keep latest edition
★D 301.72/a:	0423-B	Driver, Traffic Safety Magazine of United States Air Force (separates) Separates superseded by same article in full issue (D 301.72/a:)
D 301.80:	0424	Community College of the Air Force: General Catalog (numbered) Keep latest issue
D 305.8:	0425-A	U.S. Air Force Academy Catalog (annual) Keep latest issue
E 1.9:	0429-C	Interdisciplinary Student/Teacher Materials in Energy, the Environment, and the Economy Discard if revised
E 1.12:	0429-F	Telephone Directory, DOE Keep latest issue
★E 1.12/2:	0429-F-01	Brookhaven National Lab Telephone Directory Keep latest issue
★E 1.12/3:	0429-F	National Telephone Directory Keep latest issue
E 1.25:	0429-T-01	Information Publications, DOE/OPA-series Discard if revised
E 1.26:	0429-T-02	Conservation and Solar Applications, DOE/CS-series Discard if revised
★ E 1.38/3:	0429-P-05	Science Activities in Energy Discard if revised
★ E 1.55:	0429-T-31	Energy Information Data Base: Subject Thesaurus Keep latest edition
★ E 1.56:	0429-T-34	Coal Conversion Systems Technical Data Book Loose-leaf. Discard revised pages. Keep latest edition
E 1.57:	0429-T-33	Factsheet, EDM-1043-series Discard if revised
★E 1.86/2:	0429-A-08	Argonne News Keep current year plus previous year
★ E 1.98:	0429-A-10	NBL Certified Reference Materials Catalog Keep latest edition and supplements
★ E 2.17:	0438-C	Federal Energy Guidelines, FERC Reports Loose leaf. Discard revised pages. Keep latest edition
★ E 2.18:	0438-C-01	Federal Energy Guidelines, Status and Regulations Loose leaf. Discard revised pages. Keep latest edition
★ E 3.11/7-7:	0435-E-27	Coal Data: A Reference, DOE/EIA-0064 Keep latest edition

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★ E 3.27:	0429-T-49	EIA Publications Directory Keep basic volume (1977-81 cumulation) & annual updates
★ E 3.27/4:	0429-T-49	EIA Publications, New Releases Keep current year plus previous year
E 3.33:	0435-E-08	Energy Information Referral Directory (quarterly) Keep latest issue
★ E 3.35:	0429-J-02	Buyer/Seller Codes Authorized for Reporting to the Federal Energy Regulatory Commission Keep latest edition
★ E 3.39:	0435-E-08	Energy Data Contacts Finder Keep latest issue
★ E 3.41:	0435-L	Energy Fact Sheets Discard if revised
★ ED 1.19:	0460-A-14	Opportunities Abroad for Educators Keep latest edition
★ ED 1.22/2:	0461-C-04	Information from Health Resource Center Keep current plus previous year
★ ED 1.24:	0455-K	Telephone Directory Keep latest issue
★ ED 1.29:	0455-A-03	Catalog of Federal Education Assistance Keep latest edition
★ ED 1.29/2:	0455-A-03	OSEA Program Book Looseleaf. Discard revised pages. Keep latest edition
★ ED 1.30:	0460	Directory of Education Associations Keep latest edition
★ ED 1.32/2:	0461-B	Higher Education and the Handicapped, Resource Directory Keep latest edition
★ ED 1.32/4:	0461-B	Handicapped Children's Early Education Program (annual) Keep latest edition
★ ED 1.34:	0461-B-03	Federal Assistance for Programs Serving the Handicapped Keep latest edition (This is excerpted from the <i>Catalog of Federal Domestic Assistance</i> (Pr Ex 2.20:))
★ ED 1.42:	0455-D	Higher Education Opportunities for Minorities and Women Keep latest edition
★ ED 1.45:	0461-B-01	Counselor's Handbook, a Federal Student Aid Reference Keep latest edition
★ ED 1.45/2:	0455-B-06	The Pell Grant Formula Keep latest edition
★ ED 1.111:	0461-A-16	Education Directory: Colleges and Universities Keep latest edition
★ ED 1.111/2:	0461-A-16	Education Directory: Local Education Agencies Keep latest edition
★ ED 1.111/3:	0461-A-16	Education Directory: State Education Agency Officials Keep latest edition

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★ED 1.116/2:	0460-A-52	Institutions of Higher Education, Index by State and Congressional District Keep latest edition
★ED 1.121/3:	0461-A-15	College Costs, Basic Student Charges, 2-year and 4-year Institutions (combines ED 1.121: and ED 1.121/2:) Keep latest edition
★ED 1.209/2:	0506-C-05	Catalog of Captioned Films for the Deaf Keep latest edition
★ED 1.302: R 31/yr.	0461-D-05	Grants for Research on Law and Government for Education Keep latest edition
★ED 1.310/3:	0466-A-01	Thesaurus of ERIC Descriptors Keep latest edition
★ED 1.316:	0465-B-03	NAEP (National Assessment of Educational Progress) Newsletter Keep current plus previous year
★ED 1.321:	0455-G-09	Funding Opportunities at NIE: Grants Competitions and Requests for Proposals in (Fiscal Year) Keep latest edition
EP 1.8/2:	0431-J-07	Assistance Administration Manual Looseleaf. Discard revised pages
EP 1.8/3:	0431-K-01	Development Documents for Effluent Limitations Guidelines and New Source Performance Standards Discard if revised
EP 1.8/4:	0431-K-02	Economic Analysis of Proposed Effluent Guidelines Discard if revised
EP 1.12:	0431-I-22	Telephone Directory, Environmental Protection Agency Keep latest issue
★EP 1.17:	0431-I-07	Solid Waste Management Series SW Discard if revised
EP 1.21/7:	0431-I-39	EPA Reports Bibliography, Quarterly Abstract Bulletin Superseded by EPA Cumulative Bibliography (EP 1.21/7-2:)
★EP 1.31:	0431-I-37	Journal Holdings Report (annual) Keep latest edition
EP 4.13:	0483-E-06	Air Pollution Training Courses Keep latest edition
★EP 4.14/2:	0438-E-08	Chronological Schedule of Air Pollution Training Courses (annual) Keep latest edition
★EP 5.18:	0473-B-14	Toxic Integration Information Series Discard if revised
FEM 1.8/2:	0216-A-11	CPG (series) Discard if revised
★FEM 1.8/3:	0857-D-10	Handbooks, H (series) Discard if revised
★FEM 1.11:	0857-D-05	Leaflet, L (series) (numbered) Discard if revised
★FEM 1.13:	0320-B-09	HS (series) (numbered) Discard if revised
★FEM 1.14:	0216-A-06	Telephone Directory Keep latest issue
★FEM 1.15:	0216-A-09	Addresses Keep current year plus previous year

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★FEM 1.17/2:	0216-A-12	Emergency Management Institute, Catalog of Courses (annual) Keep latest issue
★FEM 1.17/3:	0216-A-12	National Fire Academy, Catalog of Resident Courses (annual) Keep latest issue
★FEM 1.209:	0594-C-01-to 0594-C-53	Flood Insurance Studies (various areas) Keep latest issue of each locality
★FEM 1.210:	0594-D	National Flood Insurance Program Community Status Book: Nationwide Information (bimonthly) Keep latest issue
★FEM 1.210/2: to	0594-C-01-to	National Flood Insurance Program Community Status Book
★FEM 1.210/52:	0594-C-50	Keep latest issue of each state
FT 1.7:	0538	Rules of Practice Discard if revised
★GA 1.5/a:	0544	Decisions of the Comptroller General of the U.S. (separates) Monthly issues superseded by bound (GA 1.5:) GAO Policy and Procedures Manual for Guidance of Federal Agencies:
★GA 1.6/1:	0545-G-01	—Title 1, General Accounting Office
★GA 1.6/2:	0545-G	—Title 2, Accounting Office
★GA 1.6/3:	0545-G-02	—Title 3, Audit
★GA 1.6/4:	0545-G-03	—Title 4, Claims
★GA 1.6/5:	0545-G-04	—Title 5, Transport
★GA 1.6/10:	0545-G-05	—Introduction & Tables of Content for Titles 1-8 Looseleaf. Discard revised pages. Keep latest edition
★GA 1.12/2:	0546-B	Federal Financial Management Directory Keep latest edition
★GA 1.16/2:	0546-E	General Accounting Office Publications (semiannual) Superseded by GA 1.16/4:
★GA 1.16/3:	0546-E	Monthly List of GAO Reports Superseded by GA 1.16/4:
★GA 1.19:	0544-B	Audit Standards Supplement Series Discard if revised
★GA 1.21:	0545-D	Data Analysis Notes (numbered) Discard if revised
★GA 1.25:	0544-C	Accounting Series Discard if revised
GP 3.9:	0554	Price Lists (numbered) Keep latest edition
★GP 3.17/5:	0556-A	U.S. Government Books Keep current year
★GP 3.17/6:	0556-B	New Books Keep current year
★GP 3.21:	0555-A	Publication Announcements Keep 6 months
GP 3.22/2:	0552-A	Subject Bibliographies, SB Series Discard if revised
GP 3.22/3:	0552-B	Publications Reference File Keep latest edition & supplement
★GP 3.22/3-2:	0552-B	GPO New Sales Publications (supplement to PRF) Keep latest issue

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★GP 3.22/3-3:	0552-B	Exhausted GPO Sales Publications Reference File Keep file dated 1980 as it contains listings for 1970-1980. Subsequent files cumulate each year. Watch inclusive dates
★GP 3.24:	0556-C	List of Classes Keep latest issue Inactive or Discontinued Items Keep latest issue
★GP 3.26: D44/yrs.	0556-C	Instructions to Depository Libraries Looseleaf. Discard revised pages. Keep latest edition
★GP 3.31:	0556-C	Needs and Offers List Keep latest issue
★GP 3.32/2:	0556-C	Union List of Item Selections Keep latest issue
GS 1.6/5:	0558-A	Federal Procurement Regulations, FPR Circulars Looseleaf. Discard revised pages. Keep latest edition
★GS 1.6/5-3:	0558-A	GSA Bulletin FPR, Federal Procurement (Irregular) Keep latest edition
GS 1.6/6-2:	0558-A-01	Counseling Guides (numbered) Discard if revised
★GS 1.6/8-2:	0558-A-05	Federal Travel Regulations, GSA Bulletin A-40 Looseleaf. Discard revised pages. Keep latest edition
★GS 1.6/8-3:	0558-A-05	Federal Property Management Regulations, FPMR Discard if revised
GS 1.6/9:	0559-D	GSA Handbook (numbered) Discard if revised
★GS 1.15:	0559-A	Summary Report on Real Property Owned by U.S. Throughout the World Keep latest edition
★GS 1.15/2:	0559-A	Inventory Report of Real Property Leased by the U.S. Throughout the World Keep latest edition
★GS 1.15/4:	0559-A	Detailed Listing of Real Property Owned by the U.S. & Used by the Civil Agencies Throughout the World (annual) Keep latest edition
★GS 1.15/4-2:	0559-A	Detailed Listings of Real Property Owned by the U.S. & Used by the Department of Defense for Military Functions Throughout the World Keep latest edition
★GS 1.15/5:	0559-A-01	U.S. Real Property Sales List (monthly) Keep latest edition
★GS 1.26:	0559-E	Calendar of Interagency Courses (annual) Keep latest edition
★GS 1.26/2:	0559-G	GSA Training Center, Interagency Training Program (various subjects) Keep latest edition
★GS 1.28:	0559-F	Consolidated List of Debarred, Suspended, & Ineligible Contractors (monthly) Keep latest edition
★GS 1.29:	0580-A-03	Federal Travel Directory (monthly) Keep latest edition
GS 2.7/5:	0564-B	Federal Supply Schedule Program Guide Keep latest edition

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★GS 2.7/6:	0564-B	Multiple Award Federal Supply Schedule Keep latest edition
GS 2.8:	0563	Federal Specifications Looseleaf. Discard revised pages. NOTE: Keep each specification and its amendments; discard as directed by cancellation notice, but keep the notice
GS 2.8/2:	0565	Index of Federal Specifications and Standards Keep latest edition
GS 2.8/3:	0563	Federal Standards Looseleaf. Discard revised pages
GS 2.10/6:	0565-B	GSA Supply Catalog Keep latest edition
★GS 2.10/6-3:	0565-B	GSA Supply Catalog Change Bulletin Keep latest issue. Updates GS 2.10/6: Watch inclusive dates
★GS 2.16:	0558-A-02	Consumer Information Series Discard if revised
★GS 2.21/2:	0580-A-04	Federal Hotel/Motel Discount Directory (semiannual) Keep latest edition
★GS 2.22: N 42/	0546-B	New Item Introductory Schedule Keep latest edition and supplements
★GS 4.6/3:	0569-B-01	Standard & Optional Forms Facsimile Handbook Looseleaf. Discard revised pages. Keep latest edition.
★GS 4.7:	0570-A	Special Lists (numbered) Discard if revised
★GS 4.10:	0570-D	Preliminary Inventories, PI (series) Discard if revised
★GS 4.10/2:	0570-B	National Archives Inventory Series (numbered) Discard if revised
★GS 4.12:	0571-A	Staff Information Papers (numbered) Discard if revised
GS 4.17/2:	0569-C	List of National Archives Microfilm Publications Keep latest edition
★GS 4.17/5:	0569-C-01	National Audiovisual Center Select List Keep latest edition
★GS 4.17/6:	0569-C-01	Medical Catalog of Audiovisual Materials Produced by the U.S. Government Discard if revised
★GS 4.19:	0569-F	List of Record Groups of the National Archives & Records Service (annual) Keep latest edition
GS 4.24:	0567-B	Directory of U.S. Government Audiovisual Personnel Keep latest edition
★GS 4.107/9: P939/2/yr.	0573	Privacy Act Issuances Keep latest edition
★GS 4.119:	0573-B	Directory of Federal Regional Structure Keep latest edition
GS 11.9:	0580-B	Consumer Information Catalog (quarterly) Keep latest issue
★GS 12.10:	0853-B	Automatic Data Processing Equipment Inventory in the U.S. Government Keep latest edition

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★GS 12.11:	0580-C-02	New Way of Saving (series) Discard if revised
GS 12.12:	0580-C-03	Telephone Directory, Central Office and Regions Keep latest issue
★GS 12.12/2:	0580-C-03	FTS (Directories for Various Areas) Keep latest edition
HE 1.6/7:	0445-A-01	Grants Administration Manual
HE 1.6/7-2:	0445-A-01	—Grants Administration Manual Circulars
HE 1.6/7-3:	0445-A	—PHS Grants Policy Memo Looseleaf. Discard revised pages. Keep latest edition
★HE 1.6/8:	0445-A	Acquisition Regulation Staff Manual Looseleaf. Discard revised pages. Keep latest edition
★HE 1.18/3:	0444-B	Publications Catalog, Department of Health and Human Services Note: Entries extracted from <i>Monthly Catalog</i> (GP 3.8:)
★HE 1.18/4:	0444-L-01	Human Services, Bibliography Series Discard if revised
HE 1.28:	0444-H	Telephone Directory, Dept. of Health & Human Services Keep latest issue
HE 1.56:	0444-K-07	Sharing (quarterly) Newsletter—keep current year plus previous year
HE 1.108/2:	0486-A-04	Technical Handbook For Facilities Engineering and Construction Manual Discard if revised
★HE 2.6/3:	0516-C	Your Medicare Handbook Keep latest edition
M 46/4		
★HE 3.6:	0520	Social Security Rulings—Disability Looseleaf. Discard revised pages. Keep latest edition
D63/2		
★HE 3.6/6:	0516-C	Post Entitlement Manual Looseleaf. Discard revised pages. Keep latest edition
★HE 3.19/2:	0516-F	Actuarial Notes Keep current plus previous year
HE 3.44:	0523-A	Social Security Rulings Quarterly issues superseded by annual (HE 3.44/2:); Annual superseded by quinquennial cumulation
★HE 3.51/5:	0515-A	Directory of Medicare providers and suppliers Keep latest edition
★HE 20.13:	0483-I	CCPM Pamphlets Discard if revised
★HE 20.3002:	0507	Biotechnology Resources Keep latest edition
B52/4		
★HE 20.3008:	0507-H	Guidelines for Research Involving DNA Molecules Looseleaf. Discard revised pages. Keep latest edition
D44		
★HE 20.3008:	0507-H	Definitions and Specification—Master Files Keep latest edition
In 8/no.6-A		
HE 20.3008/2:	0507-A-29	NIH Guide for Grants and Contracts Dated—Keep current year plus previous year
HE 20.3009:	0506-A	NIH Publications List Keep latest issue
★HE 20.3010:	0507	Current Clinical Studies and Patient Referral Procedure (series) Discard if revised

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
HE 20.3015:	0507-A-24	Medical Staff Fellowship Program at the National Institutes of Health Keep latest edition
★HE 20.3015/2:	0507-A-44	Summer Research Fellowship Program at the National Institutes of Health Keep latest edition
HE 20.3016:	0507-A-23	NIH Almanac Keep latest edition
HE 20.3018:	0507-N	NIH Public Advisory Groups: Authority, Structure, Functions, Members Keep latest edition
HE 20.3023:	0506-F	Medical and Health Related Sciences Thesaurus Keep latest edition
★HE 20.3034:	0508-P	New Grants and Awards (quarterly) Keep current year plus previous year
★HE 20.3037:	0506-A-16	Telephone and Service Directory Keep latest issue
★HE 20.3038:	0506-H	The Search for Health Discard if revised
★HE 20.3042:	0506-A-42	Clinical Electives for Medical and Dental Students at the National Institutes of Health, Catalog Keep latest edition
★HE 20.3044:	0507-H	Handbook for Staff Physicians Keep latest edition
★HE 20.3166:	0507-V	NCI Research Reports Discard if revised
HE 20.3168/3:	0507-G-02	National Cancer Program: Publications Discard if revised
HE 20.3169:	0507-G-02	Progress Against (Various Cancer Diseases) Discard if revised
HE 20.3170: C 61/3/yr.	0507-G-10	International Cancer Research Data Bank Program Keep latest issue
★HE 20.3173:	0507-G-16	International Cancer Research Data Bank: Special Listing NCI/ICRDB/SL Keep current plus previous year
HE 20.3173/2:		ICRDB Cancergrams:
	0507-G-28	—Series CB
	0507-G-27	—Series CK
	0507-G-26	—Series CT Most entries also contained in INDEX MEDICUS: since these are designed for current awareness, keep current year plus previous year
★HE 20.3173/2-2:	0507-G-28	Recent Reviews, Carcinogenesis, Supplement to the Cancergrams Keep current plus previous year
★HE 20.3173/3:	0507-G-16	International Cancer Research Data Bank: Oncology Overview NCI/ICRDB Series Keep current plus previous year
★HE 20.3180:	0507-G-34	NCI Investigational Drugs, Pharmaceutical Data Keep latest edition
★HE 20.3180/2:	0506-G-36	NCI Investigational Drugs, Chemical Information Keep latest edition
★HE 20.3452: G28/4/yr.	0497-C-01	Catalog of Cell Lines Keep latest edition

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
HE 20.3602: H 34/yr. H 34/2/yr. M 46/5/yr.	0508-D	Medical Subject Headings: —Annotated Alphabetical List —Tree Structures —Permuted Medical Subject Headings Keep latest edition of each title
HE 20.3608: On 1/yr.	0508-K	On-Line Services Reference Manual Keep latest edition
★HE 20.3608/4:	0508-H-05	National Medical Audiovisual Center Catalog, Films for the Health Sciences Keep latest edition
HE 20.3609/2:	0508-J	National Library of Medicine Current Catalog Quarterly issues superseded by annual (HE 20.3609/3:); Annual superseded by quinquennial cumulation
HE 20.3609/4:	0508-H-05	National Library of Medical Audiovisuals Catalog Quarterly issues superseded by annual; (HE 20.3608/4:)
HE 20.3612:	0508-E	Index Medicus and Cumulated Index Medicus Monthly issues superseded by annual (HE 20.3612/3:); January issue of monthly edition and the first volume of cumulated edition contain 2 separate sections: Medical subject headings list of journals indexed; Bibliography of medical reviews contained in each monthly issue and the cumulated edition
HE 20.3612/2:	0508-E-01	Abridged Index Medicus Monthly issues superseded by annual (HE 20.3612/2-2:); Entries contained in Index Medicus
★HE 20.3612/3-3:	0508-E	Permuted Medical Subject Headings Keep latest edition
★HE 20.3612/3-4:	0508-E	Medical Subject Headings—Annotated Alphabetic List Keep latest edition. Note: Medical libraries and MEDLINE users may want to consider keeping previous editions
★HE 20.3612/3-5:	0508-E	Medical Subject Headings—Tree Structures Keep latest edition
HE 20.3612/3-6:	0508-E	Medical Subject Headings—Tree Annotations Keep latest edition
★HE 20.3612/3-7:	0508-E	Medical Subject Headings—Supplementary Chemical Records Keep latest edition
HE 20.3612/4:	0508-E	List of Journals Indexed in Index Medicus Also issued as Part 2 of the January issue of <i>Index Medicus</i> and in the first volume of <i>Cumulated Index Medicus</i>
HE 20.3614/3:	0508-H-06	Health Science Serials (quarterly) Keep latest issue
HE 20.3615:	0508-F	Bibliography of the History of Medicine (annual) Annual superseded by quinquennial
HE 20.3618:	0508-J	Index of NLM Serial Titles Keep latest issue
★HE 20.3619/2:	0508-F-01	National Library of Medicine News Keep current year plus previous year
HE 20.4002: B 62/yr.	0475	Directory of Blood Establishments Keep latest issue

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★HE 20.4003/2-2:	0480-B	Directory of United States Poison Control Centers and Services Keep latest edition
HE 20.4005:	0475-B	Food and Drug Administration—Laws Discard if revised
★HE 20.4010/a:	0475-H	FDA Consumer (separates) Separates superseded by same article in full issue (HE 20.4010:)
★HE 20.4012:	0475-N	National Drug Code Directory Keep latest edition and supplements
★HE 20.4036/2:	0494-B-11	Parklawn Computer Center, Computer Training Courses (annual) Keep latest edition
★HE 20.4037:	0494-B-08	Food and Drug Administration Location Directory Keep latest edition
★HE 20.4037/2:	0494-B-08	Directory of State Officials (annual) Keep latest edition
★HE 20.4040:	0478-B	FDA Technical Bulletins (irregular) Discard if revised
★HE 20.4042:	0478-C	Establishments and Products Licensed Under Section 351 of the Public Health Service Act (annual) Keep latest edition
★HE 20.4043:	0480-B-01	HHS News, Food and Drug Administration (irregular) Keep current year plus previous year
HE 20.4122:	0498-B-12	Directory of Personnel Responsible for Radiological Health Programs Keep latest issue
HE 20.4208/2:	0499-K	Guidelines for the Clinical Evaluation of Various Drugs Discard if revised
★HE 20.4210:	0499-K-03	Approved Prescription Drug Product With Therapeutic Equivalence Evaluations Keep latest edition and most recent cumulative supplement
HE 20.4309:	0494-B-04	Medical Devices and Diagnostic Products Standards Survey
HE 20.4309/2:		—International Edition —National Edition Keep latest edition of each title
★HE 20.4310/2:	0499-L-02	FDA Medical Device Standards Publications, Technical Report FDA-T-(series) Discard if revised
★HE 20.4610:	0499-L-05	Radiological Health Training Resources (biennial) Keep latest edition
★HE 20.4611:	0498-B-16	Radiological Health Quality Assurance (series) Discard if revised
★HE 20.4614:	0499-L-09	SMA (Small Manufacturers Assistance) Memo (quarterly) Keep current year plus previous year
★HE 20.4615:	0498-B-15	Radiation Recommendations (series) Discard if revised
★HE 20.5011:	0486-E-04	National Health Service Corps Scholarship Program, Information Bulletin for Students of Allopathic Medicine, Osteopathic Medicine and Dentistry (annual) Keep latest edition

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
HE 20.6023:	0507-H-14	National Health Service Corps Scholarship Program, Applicant Information Bulletin. Discard when expires
★HE 20.6110/5:	0509-A-06	Health Planning in Action Discard if revised
★HE 20.6209/2:	0508-G	Current Listing and Topical Index to Vital Health Statistics Series Replaced by (HE 20.6216:C 28) <i>Catalog of Publications</i> July 1980 issue
★HE 20.6216: C 28/yrs	0508-G	Catalog of Publications of the National Center for Health Statistics July 1980 issue is the last catalog to contain the complete cumulative listing of the Vital and Health Statistics series from 1962-1979. Current catalogs cover only the last five years. Watch inclusive dates. Keep latest edition or enough issues to have complete set if needed
HE 20.6216/2-2:	0508-N	Clearinghouse on Health Indexes Quarterly issues superseded by annual (HE 20.6216/2:)
HE 20.6216/3:	0508-G	Publication Notes Dated—keep current year plus previous year
★HE 20.6514:	0491-B-17	Hospital Cost and Utilization Project Research Notes (numbered) Discard if revised
HE 20.6610:	0507-J-04	Directory of Programs Preparing Registered Nurses for Expanded Roles (annual) Discard when expires or keep latest issue
★HE 20.7008/2:	0505-A	CDC Lab Manuals (irregular) Discard if revised
★HE 20.7021:	0504-C	Homestudy Course: Community Hygiene (series) Discard if revised
★HE 20.7021/2:	0504-C	Homestudy Course: Communicable Disease Control (series) Discard if revised
★HE 20.7021/3:	0504-C	Homestudy Course: Principles of Epidemiology (series) Discard if revised
★HE 20.7021/3-2:	0504-C	Homestudy Course: Manuals (series) Discard if revised
★HE 20.7021/4:	0504-C	Homestudy Course: Waterborne Disease Control (series) Discard if revised
★HE 20.7021/5:	0504-C	Homestudy Course: Basic Mathematics (series) Discard if revised
★HE 20.7021/6:	0504-C	Homestudy Course: Foodborne Disease Control (series) Discard if revised
★HE 20.7021/8:	0504-C	Homestudy Course: Community Health Analysis—I (series) Discard if revised
★HE 20.7021/10:	0504-C	Homestudy Course: Environmental Protection (series) Discard if revised
★HE 20.7024:	0504	Teenage Health Teaching Modules Discard if revised
★HE 20.7025:	0504-D	EIS (Epidemic Intelligence Service and Bureau of Epidemiology) Directory (annual) Keep latest edition
★HE 20.7026:	0504-F	Memorandum Series Discard if revised

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★HE 20.7030:	0504-C	Module (series) Discard if revised
★HE 20.7033:	0504-H	Computer Training Courses (annual) Keep latest edition
HE 20.7108/2:	0499-F-05	NIOSH Health and Safety Guides for (Various Businesses) Discard if revised
HE 20.7110/2:	0494-D-04	Recommended Standards Occupational Exposure to (various subjects) Discard if revised
★HE 20.7111/3:	0499-F-12	NIOSH Surveillance Reports Discard if revised
HE 20.7112:	0494-D-01	Registry of Toxic Effects of Chemical Substances (annual) Keep most recent edition—By the time this printed edition is published, it has been superseded by the latest issue of the quarterly microfiche edition (HE 20.7112/3:)
HE 20.7112/3:	0494-D-01	Registry of Toxic Effects of Chemical Substances (quarterly microfiche edition) Keep latest issue (each issue cumulates previous issue)
★HE 20.7115:	0449-F-10	Current Bulletin (irregular) Separate preprints superseded by cumulative issues
★HE 20.7117/2:	0499-F-10	NIOSH Worker Bulletin (series) Discard if revised
★HE 20.7413:	0494-L-04	Position Classification and Pay in State and Territorial Public Health Laboratories Discard if revised
★HE 20.8113/3:	0507-B-09	Publications of the National Institute of Mental Health (quarterly) Keep current year plus previous year
HE 20.8123:	0506-C	Mental Health Directory Keep latest edition
★HE 20.8125:	0507-B-35	Primary Prevention Publications Series (irregular) Discard if revised
★HE 20.8134:	0507-B-34	National Clearinghouse for Mental Health Information: Literature Survey Series Discard if revised
★HE 20.8212/2:	0467-A-06	Statistical Series, Quarterly Report, Series D Superseded by final annual statistics in Series E (HE 20.8212/3:)
★HE 20.8217/2:	0467-A-07	Treatment Research Monograph Series Discard if revised
★HE 20.8217/3:	0467-A-07	Treatment Research Report (series) Discard if revised
★HE 20.8217/4:	0467-A-07	Treatment Research Notes Discard if revised
★HE 20.8228:	0467-A-20	Drug Abuse Prevention Monograph Series Discard if revised
★HE 20.9209:	0486-A-08	Directory of Facilities Obligated to Provide Uncompensated Services by State and City (annual) Keep latest edition
★HE 22.8/2:	0512-A-21	Medicare Hospital Manual Looseleaf. Discard revised pages. Keep latest edition
★HE 22.8/3:	0512-A-23	Medicare Skilled Nursing Facility Manual Looseleaf. Discard revised pages. Keep latest edition

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★HE 22.8/4:	0512-A-22	Medicare Provider Reimbursement Manual Looseleaf. Discard revised pages. Keep latest edition
★HE 22.8/5:	0512-A-25	Home Health Agency Manual Looseleaf. Discard revised pages. Keep latest edition
★HE 22.8/6:	0512-A-25	Medicare Intermediary Manual, Pt. 3, Claims Process
★HE 22.8/6-2:		—Medicare Part A Intermediary Manual, Pt. 2 Audits, Reimbursement, Program Administration, HCFA Pub. 13-2
★HE 22.8/6-3:		—Medicare Part A Intermediary Manual, Pt. 1, Fiscal Administration, HCFA Pub. 13-1 (8-80)
★HE 22.8/6-4:		—Medicare Part A Intermediary Manual, Pt. 4 Audit Procedures, HCFA Publ. 13-4 (7-82)
★HE 22.8/7:	0512-A-25	Looseleaf. Discard revised pages. Keep latest edition Medicare Carriers Manual, Pt. 3, Claims Process, HCFA Pub. 14-3, Reprint Date (6-82)
★HE 22.8/7-2:		—Medicare Carriers Manual, Pt. 1, Fiscal Administration, HIM 14-1 (11-77)
★HE 22.8/7-3:		—Medicare Carriers Manual, Pt 2., Program Administration, HCFA Pub. 14-2 (7-80)
★HE 22.8/8:	0512-A-25	Looseleaf. Discard revised pages. Keep latest edition HCFA Regional Office Manual, Pt. 2, Medicare, HCFA Pub. 23-2
★HE 22.8/8-2:		—HCFA Regional Office Manual, Pt. 3, Program Integrity, HCFA Pub. 23-3
★HE 22.8/8-3:		—HCFA Regional Office Manual, Pt. 4, Standards and Certification Guidelines, HCFA Pub. 23-4
★HE 22.8/8-4:		—HCFA Regional Office Manual, Pt. 6 Medicaid, HCFA Pub. 23-6
★HE 22.8/8-5:		—HCFA Regional Office Manual, Pt. 1, General HCFA Pub. 23-1
★HE 22.8/9:	0512-A-22	Looseleaf. Discard revised pages. Keep latest edition Medicare Outpatient, Physical Therapy Provider Manual, HCFA Pub. 9
★HE 22.8/10:	0512-A-22	Looseleaf. Discard revised pages. Keep latest edition State Medicaid Manual
★HE 22.8/11:	0512-A-22	Looseleaf. Discard revised pages. Keep latest edition State Buy-In Manual on Supplementary Medical Insurance Enrollment, HCFA Pub. 24
★HE 22.8/12:	0512-A-22	Looseleaf. Discard revised pages. Keep latest edition Medicare-Medicaid State Operations Manual, Provider Certification, HCFA Pub. 7
★HE 22.8/13:	0512-A-21	Looseleaf. Discard revised pages. Keep latest edition Medicare Renal Dialysis Facility Manual
★HE 22/14:	0512-A-08	Looseleaf. Discard revised pages. Keep latest edition HCFA Telephone Directory
★HE 22.19/3:	0512-A-13	Keep latest issue Health Care Financing: Grants for Research and Demonstration, Fiscal Year
★HE 22.19/5:	0512-A-18	Keep latest issue Health Care Financing (series)
★HE 22.25:	0512-A-27	Discard if revised National Listing of Providers Furnishing Kidney Dialysis and Transplant Services (annual)
		Keep latest edition

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★HE 22.25/2:	0512-A-27	National Listing of Providers Furnishing Kidney Dialysis and Transplant Services (quarterly) Quarterly issues superseded by annual (HE 22.25)
★HE 22.28:	0512-A-22	Medicaid Action Transmittal, HCFA Pub. 17 Looseleaf. Discard revised pages. Keep latest edition
★HE 22.29:	0512-A-31	Medicare Directory of Prevailing Charges (annual) (earlier classed as HE 22.2:C 37/2/983) Keep latest edition
HE 22.202: M 46/yr	0499-J-01	Medicare/Medicaid Directory of Medical Facilities Keep latest issue. Discard revised pages
★HE 22.213:	0499-J-04	Medicare/Medicaid Directory of Medical Facilities (earlier classed as HE 22.2:M 46/3/77-2, PTS. 1.2) Looseleaf. Discard revised pages. Keep latest edition
★HE 23.11:	0529-A-02	OHDS Telephone Directory (quarterly) Keep latest issue
★HE 23.1015:	0530-B-07	Domestic Violence Information Series Discard if revised
★HE 23.1015/2:	0530-B-07	Domestic Violence Monograph Series Discard if revised
★HE 23.1210/2:	0445-L-01	Child Abuse and Neglect Research, Project and Publications Cumulated list of publications from 1965. Keep latest issue. Watch inclusive dates
★HE 24.10:	0524-A-03	Monograph Series (irregular) (numbered) Discard if revised
★HH 1.6/6:	0582-E	HUD Handbooks (numbered) Looseleaf. Discard revised pages. Keep latest edition
★HH 1.6/7:	0582-E	HUD Guides (numbered) Looseleaf. Discard revised pages. Keep latest edition
HH 1.6/9:	0582-E	HUD Minimum Property Standards Keep latest edition/reprint of each title—discard revised pages
★HH 1.56/2:	0581-D-02	HUD Research Thesaurus Keep latest edition
HH 1.69:	0581-E-19	HUD Solar Status Newsletter—keep current year plus previous year
★HH 1.92:	0581-E-33	Telephone Directory Keep latest issue
★I 1.1/7-2:	0600-C	OIG Highlights (semiannual) Keep current year plus previous year
I 1.69/a:	0602-A	Decisions of the Dept. of the Interior Separate preprints superseded by bound cumulative edition (I 1.69:)
I 1.69/2:	0602-C	Index-Digest Decisions of Dept. of Interior Semiannual issues superseded by annual quinquennial and decennial cumulations
★I 1.72:	0601	Conservation Bulletins Discard if revised
★I 1.73/2:	0603-D	Personnel Management Publications (numbered) Discard if revised
★I 1.84:	0603-E	Fact Sheet Discard if revised

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★I 1.84/3:	0603-E	Indian, Eskimo, Aleut Owned and Operated Arts and Craft Businesses Source Directory Keep latest edition
★I 1.86:	0601-C	Telephone Directory Keep latest issue
I 19.14/4:	0622	(New) Publications of the Geological Survey Monthly issues superseded by annual (I 19.14:)
★I 19.41/6:	0619-G	Catalog of Published Maps (by State) Discard if revised
★I 19.41/7:	0619-G	List of Geological Survey Geologic and Water-Supply Reports and Maps for (Various States) Discard if revised
★I 19.41/8:	0619-G	Geologic Map Index of (Various States) Discard if revised
★I 19.79:	0619-G-01	Maps and Posters Discard if revised
★I 19.81:	0619-M-01 to 0619-M-53	7.5' Series (States) Discard if revised
★I 19.81/2:	0619-M-01 to 0619-M-53	15' Series (States) Discard if revised
★I 19.84:	0620-B	Telephone Directory (by region) Keep latest issue
★I 19.85:	0619-G-03	Coal Investigations—C Discard if revised
★I 19.86:	0619-G-28	GI—Index to Geologic Mapping of the United States Discard if revised
★I 19.87:	0619-G-04	GP—Geophysical Investigations Discard if revised
★I 19.88:	0619-G-05	Geologic Quadrangle Maps—GQ Discard if revised
★I 19.89:	0619-G-06	Hydrologic Investigations Atlases—HA Discard if revised
★I 19.90:	0619-G-07	Mineral Investigations Resource Maps—MR Discard if revised
★I 19.91:	0619-G-08	Miscellaneous Geologic Investigations—I Discard if revised
★I 19.92:	0619-G-09	Oil and Gas Investigations Charts—OC Discard if revised
★I 19.93:	0619-G-10	Oil and Gas Investigations Maps—ON Discard if revised
★I 19.95:	0619-G-12	Topographic Mapping—Status and Progress of Operations—SD Discard if revised
★I 19.96:	0619-G-13	Index to Intermediate Scale Mapping—IS Discard if revised
★I 19.97:	0619-G-14	Index to Orthophotoquad Mapping—OT Discard if revised
★I 19.97/2:	0619-G-14	Index to USGS/DMA 1:50,000 Scale, 15 Minute Quadrangle Mapping—DM Discard if revised
★I 19.97/3:	0619-G-14	Index to Land Cover Maps and Digital Data—LU Discard if revised
★I 19.98:	0619-G-17	22—U.S. Series of Topographic Maps, Scale 1:250,000 Discard if revised

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★I 19.99:	0619-G-18	24—Alaska 1:250,000 Series Discard if revised
★I 19.100:	0619-G-19	25—Antarctica Topographic Series—1:50,000 Scale Discard if revised
★I 19.100/2:	0619-G-19	25—Antarctica Topographic Series—1:250,000 Scale Discard if revised
★I 19.100/3:	0619-G-19	25—Antarctica Topographic Series—1:500,000 Scale With Contours Discard if revised
★I 19.100/4:	0619-G-19	25—Antarctica Topographic Series—1:500,000 Scale With- out Contours Discard if revised
★I 19.100/5:	0619-G-19	25—Antarctica Topographic Series—1:1,000,000 Scale Discard if revised
★I 19.101:	0619-G-20	26—U.S. Topographic/Bathymetric Maps Discard if revised
★I 19.102:	0619-H-01 to 0169-H-53	31—State Map Series Discard if revised
★I 19.103:	0619-J-01 to 0619-J-53	32—State Map Series Discard if revised
★I 19.104:	0619-K-01 to 0619-K-53	33—State Maps Series Discard if revised
★I 19.105:	0619-L-01 to 0619-L-53	34—State Map Series Discard if revised
★I 19.106:	0619-G-21	51—National Parks Series Discard if revised
★I 19.107:	0619-G-22	52—U.S. 1:1,000,000 Scale Maps Discard if revised
★I 19.108:	0619-G-23	56—County Map Series Discard if revised
★I 19.109:	0619-G-24	57—Slope Maps Discard if revised
★I 19.110:	0619-G-25	58—U.S. 1:100,000 Scale Series (Intermediate Scale Maps) Discard if revised
★I 19.111:	0619-G-26	National Atlas of the U.S. Keep latest edition
★I 19.111/a:	0619-G-26	73—Separate Maps of the National Atlas Discard if revised or upon new edition of I 19.111:
★I 19.112:	0619-G-27	Land Use and Land Cover and Associated Maps Discard if revised
★I 19.113:	0619-G-11	Miscellaneous Field Studies Maps—MF Discard if revised
★I 20.47:	0627-C	Maps Discard if revised
★I 20.51:	0627-A	Indians of (various States) Discard if revised
★I 20.51/2:	0627-A	Indians (various Subjects) Discard if revised
★I 27.7/4:	0644-C	Maps (miscellaneous) Discard if revised
★I 27.34:	0664-B	Engineering Monographs Discard if revised
★I 27.54:	0664-B	Research Reports Discard if revised

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★I 27.55/2:	0660	Water and Power Resources Services Projects (by States) Discard if revised
★I 27.73:	0660	Historical Site (Brochures) Discard if revised
★I 27.77:	0660-C	Telephone Directory Keep latest issue
★I 28.5:	0638	Lists of Publications Annual issues superseded by quinquennial cumulation
I 28.5/2:	0642	New Publications Monthly issues superseded by annual (I 28.5:)
★I 28.37/a:	0639	Minerals Yearbook (preprints) Preprints superseded by annual bound volumes (I 28.37:)
★I 28.37/a2:	0639	Minerals Yearbook (separates from Vols. 2 & 3) Separates superseded by the same information in the bound volumes 2 & 3 (I 28.37:)
I 29.6:	0651	National Parks, Information Circulars
I 29.6/2:		—National Seashores, Information Circulars
I 29.6/3:		—National Lakeshores, Information Circulars
I 29.6/4:		—National Rivers, Information Circulars
I 29.6/5:		—National Scenic Trails, Information Circulars
★I 29.6/6:		—National Historic Sites, Informational Circulars Discard if revised
I 29.8:	0651-A	Maps Discard if revised
I 29.21:	0650	National Monuments and Military Parks, Information Circulars Discard if revised
I 29.39:	0654	National Recreational Areas, Information Circulars Discard if revised
★I 29.66:	0646-B	National Parks and Landmarks Discard if revised
★I 29.71:	0646-C	Camping in National Park System Keep latest edition
★I 29.74:	0648-B	Historic American Building Survey Discard if revised
★I 29.88/6:	0651	National Historical Parks, Information Circulars Discard if revised
★I 49.6/8:	0612-E	Import/Export Manual Transmittal Letters (numbered) Looseleaf. Discard revised pages. Keep latest edition
★I 49.9:	0612	Maps and Charts Discard if revised
★I 49.13/4:	0616-B-01	Wildlife Leaflets (series) Discard if revised
	0613	Summary of Federal Hunting Regulations . . . —Atlantic Flyway —Central Flyway —Pacific Flyway —Mississippi Flyway Keep latest issue of each title
I 49.24/3:		
I 49.24/4:		
I 49.24/5:		
I 49.24/6:		
I 49.44/2:	0612-C	National Wildlife Refuges (information circulars, bird lists, etc.) Discard if revised

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★I 49.86:	0610-C	National Fish Hatchery (leaflets, various locations) Discard if revised
I 53.9:	0632	Information Bulletins Discard if revised
I 53.11:	0629-B	Maps and Map Folder Discard if revised
★I 53.11/4:	0619-G-16	41—Bureau of Land Management 1:100,000 Scale Maps Discard if revised
★I 53.11/5:	0629-B	Surface Management Quad Discard if revised
★I 53.32:	0633-A-02	Oregon and Washington Planned Land Sales (quarterly) Keep latest issue, dated material
★I 53.32/2:	0633-A-02	Land Sale (brochures) Keep latest issue, dated material
I 70.13:	0624-E-03	Maps Discard if revised
★IA 1.26:	0672-G	Telephone Directory Keep latest issue
★IC 1.Form:	0674-F	Forms Discard if revised or expired
IC 1.31:	0674-A	Public Advisories (numbered) Discard if revised
★IC 1.37:	0674-G	Telephone Directory Keep latest issue
IC 1.act.5:	0675	Interstate Commerce Act Keep latest edition
★ITC 1.10:	0982-B-02	Tariff Schedules of the United States Annotated Looseleaf. Discard revised pages. Keep latest edition
★ITC 1.10/2:	0982-B-01	History of the Tariff Schedules of the United States Annotated Looseleaf. Discard revised pages. Keep latest edition
★J 1.5/a:	0718	Opinions of Attorney General (separate opinions) Separate preprints superseded by bound (J 1.5:)
★J 1.7:	0719	Register, Department of Justice and the Courts of the U.S. Keep latest edition
★J 1.14/8a:	0717-C-05	FBI Law Enforcement Bulletin Reprints (separates) Separates superseded by same article in full issue (J 1.14/8:)
★J 1.89:	0717-A-02	Telephone Directory Keep latest issue
J 21.5/2: Im 6/yr.	0726	United States Immigration Laws, General Information Keep latest issue
J 21.9:	0724	Federal Textbooks on Citizenship Keep latest edition of each title
J 21.11/2:	0723-A-01	Interim Decisions Separate preprints superseded by bound cumulative edition (J 21.11:)
Ju 3.10:	0731-B	Rules of the United States Claims Court Keep latest edition
Ju 6.8/b:	0740-A	Supreme Court Decisions: Individual Cases Superseded by <i>Preliminary Prints</i> (Ju 6.8/a:)
Ju 6.8/a:	0740-B	Supreme Court Decisions: Preliminary Prints Superseded by bound volumes, United States Reports (Ju 6.8:)

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
Ju 6.9:	0739	Rules and Orders Keep latest edition
★Ju 10.15:	0717-X-01	Directory of U.S. Probation Officers Keep latest edition
Ju 10.17:	0717-Y-02	United States Court Directory Keep latest edition
★Ju 10.20:	0717-Y-06	Telephone Directory Keep latest issue
★Ju 11.7/a2:	0742	U.S. Tax Court Reports (separates, individual issues, monthly compilations) Superseded by <i>U.S. Tax Court Reports</i> (Ju 11.7:)
Ju 11.8:	0743	Rules of Practice Keep latest edition
★L 1.2: R 26/yr	0745	Register of Reporting Labor Organizations Keep latest edition
★L 1.7/4:	0747	Regulations & Interpretative Bulletins Keep latest edition
★L 1.7/9:	0745-A	ACT Career Planning Guide Series Discard if revised
★L 1.48:	0762-D-10	Technical Assistance Aids (Numbered) Discard if revised
★L 1.66:	0745-C	Public Sector Labor Relations Information Exchange (publi- cations) Discard if revised
L 1.67:	0754-E	Telephone Directory, U.S. Dept. of Labor Keep latest issue
★L 1.75:	0744-D-01	Public Sector Bid Calendars by Agencies (annual) Keep latest edition
L 2.3: 1312	0768-A-01	Employment and Earnings, United States, 1909— Keep latest edition
L 2.3: 1370	0768-A-01	Employment and Earnings, States and Areas, 1939— Keep 13th edition (1939-78) and supplements
★L 2.3/4:	0768-C-02	Occupational Outlook Handbook Keep latest edition
★L 2.64/2:	0768-H	Directory of Wage Chronologies Discard if revised
★L 2.71:	0768-G	BLS Reports (numbered) Discard if revised
★L 2.71/3:	0768-P	New England Regional Office: Regional Reports (num- bered) Discard if revised
★L 2.71/6:	0768-P-01	Middle Atlantic Regional Office: Regional Reports (num- bered) Discard if revised
★L 2.71/8:	0768-P-02	Southeastern Regional Office: Regional Reports (numbered) Discard if revised
★L 2.83:	0768-N-01	Directory of the Business Research Advisory Council to the Bureau of Labor Statistics Keep latest edition
★L 2.98:	0768-R	Special Labor Force Reports (numbered) Discard if revised
★L 2.99:	0768-K	Digest of Selected Pension Plans Keep latest edition

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★L 2.99/2:	0768-K	Digest of Selected Health & Insurance Plans Keep latest edition
★L 2.103:	0768-N	Conventions, National & International Unions, State Labor Federations Professional Associations, State Employee Associations (annual) Keep latest edition
★L 2.109:	0768-N-01	Directory of the Labor Research Advisory Council to the Bureau of Labor Statistics (annual) Keep latest edition
★L 2.114:	0768-M-02	Catalog of Seminars, Training Programs & Technical As- sistance in Labor Statistics (annual) Keep latest edition
★L 29.13:	0750-B-01	Monograph (series) Discard if revised
★L 29.14:	0749-C	Profile of Labor Conditions (various countries) Discard if revised
★L 29.15:	0749-D	Economic Discussion Papers (numbered) Discard if revised
★L 35.6/2:	0766-D	Occupational Safety & Health Regulations (series) Discard if revised
★L 35.6/3-1: to /3-6:	0766-F	Occupational Safety & Health: . . . V.1 through 6 Looseleaf. Discard revised pages. Keep latest edition
★L 35.6/4:	0766-D	OSHA Safety & Health Standards Digest Series Keep latest edition
★L 35.11/2:	0766-J	Safe Work Practices Series Discard if revised
★L 35.17:	0766-H	Policy & Program Series Discard if revised
★L 35.18:	0766-I	Job Health Hazards Series Discard if revised
★L 35.19:	0766-K	Safety Management Series Discard if revised
★L 35.22:	0766-F-02	Cancer Alert Series Discard if revised
★L 36.10:	0764-B	Labor Law Series Discard if revised
★L 36.14:	0766-N	Farm Labor Contractor Registration Act, Public Registry, National Listing, of Contractors & Employees Registered Keep latest issue
★L 36.103:	0781	Bulletins (numbered) Discard if revised
★L 36.110:	0783	Leaflets Discard if revised
★L 36.112:	0783-C-03	Pamphlets Discard if revised
★L 36.203/2:	0777-A-01	Child Labor Bulletins (numbered) Discard if revised
★L 36.205/2:	0778-B	Federal Labor Laws Discard if revised
★L 36.206/2:	0780	Regulations Under Title 29, Code of Federal Regulations Discard if revised
★L 36.209:	0778	Interpretative Bulletins Discard if revised

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★L 36.409:	0779-A-01	Pamphlets (numbered) Discard if revised
★L 37.8/2:	0747-B	ET Handbook (numbered) Discard if revised
★L 37.8/4:	0756-A	Interviewing Guides for Specific Disabilities Discard if revised
★L 37.8/6:	0780-A-07	CETA Program Models (series) Discard if revised
★L 37.11/2:	0746-N-01	Job Corps Happenings: Special Edition Keep latest issue
★L 37.11/3:	0857-H-01	JCH (series) Discard if revised
★L 37.14:	0746-H	R & D (Research & Development) Monographs Discard if revised
★L 37.14/2:	0746-H-01	Monograph Series (numbered) Discard if revised
★L 37.16:	0780-A-06	Occupational & Career Information Series Discard if revised
★L 37.17:	0780-A-08	Listing of Eligible Labor Surplus Areas Under Defense Manpower Policy No. 4A & Executive Order 10582 (quarterly) Keep latest edition
L 37.18:	0753-A	Directory of Local Employment Security Offices Keep latest edition
★L 37.20:	0780-A-10	Unemployment Insurance Occasional Papers (series) Discard if revised
★L 37.20/2:	0780-A-10	Unemployment Insurance Technical Staff Papers (series) Discard if revised
★L 37.106/2:	0748	National Apprenticeship & Training Standards for (various occupations) Discard if revised
★L 37.210:	0761-A	Significant Provisions of State Unemployment Insurance Laws (biannual) Keep latest edition
★L 37.212:	0783-E-04	Comparison of State Unemployment Insurance Laws Looseleaf. Discard revised pages. Keep latest edition
★L 37.308/2:	0754-L	Technical Assistance Guides Discard if revised
★L 37.309:	0754-G	Technical Reports (numbered series) Discard if revised
L 37.310/2:	0754-H	Job Openings, Extra Edition for Students and Recent Graduates (monthly) Dated: Keep current year plus previous year
★L 37.311:	00754-J	Job Bank Frequently Listed Openings (JOB-FLO) (monthly) Keep current year plus previous year
★L 37.312:	0754-G	USES Test Research Reports (numbered) Discard if revised
★L 38.8/2:	0644-A	Safety Manuals (numbered) Discard if revised
★L 38.15:	0637-M	Fatalgrams Keep current year plus previous year
★LC 1.40:	0785-H	Directory (annual) Keep latest edition

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
LC 3.4/2:	0802-A	Explanatory Circulars Keep latest issue of each number
★LC 6.7:	0818-F	Newspapers Received Currently in Library of Congress Keep latest edition
★LC 14.6:	0807	Digest of Public General bills Cumulative issues and supplements superseded by final cumulations for each session of Congress. Watch inclusive bill numbers
★LC 19.17:	0856-A-14	Address List, Regional and Subregional Libraries for the Blind and Physically Handicapped (semiannual) Keep latest edition
★LC 26.7:	0823	Subject Headings Used in Dictionary Catalogs of Library of Congress and Supplements Quarterly cumulative issues superseded by annual and periodic cumulations. Keep latest edition
★LC 26.7/2-2:	0823	Library of Congress Subject Headings Weekly Lists Weekly issues superseded by quarterly cumulative issues, annual and periodic cumulations (LC 26.7:)
★LC 26.9:	0819	Classification Keep latest edition of each class
★LC 26.9/2:	0821	Library of Congress Classification, Additions and Changes Quarterly issues superseded by periodic cumulations (revised editions) for each class (LC 26.9:)
★LC 30.22:	0815-E	CONSER Tables Looseleaf. Discard revised pages. Keep latest edition
★LC 30.23:	0815-D	National Level Bibliographic Records Looseleaf. Discard revised pages. Keep latest edition
LR 1.8/6:	0826	Classified Index of National Labor Relations Board Decisions and Related Court Decisions Keep until superseded by cumulative edition
LR 1.8/6-2:	0826	Classified Index of Decisions of Regional Directors of National Labor Relations Board in Representation Proceedings Keep until superseded by cumulative edition
LR 1.8/7:	0826	Classification Outline for Decisions of NLRB and Related Court Decisions Keep latest edition
LR 1.8/8:	0826-B	Classified Index of Dispositions of ULP Charges by the General Counsel of the National Labor Relations Board Keep until superseded by cumulative edition
★LR 1.15/2:	0826-C	Weekly Summary of NLRB Cases Weekly digests superseded by bound volumes of <i>Decisions and Orders</i> (LR 1.8:)
NAS 1.6/2:	0830-N	Procurement Regulations Keep latest edition. Revised pages issued as <i>Procurement Regulations Directives</i> (NAS 1.6)
NAS 1.6/3:	0830-N	Procurement Directives Revised pages for <i>Procurement Regulations</i> (NAS 1.6/2:), keep for same edition. Discard revised pages
NAS 1.9/5:	0830-K	Scientific and Technical Aerospace Reports—Cumulative Indexes Semiannual issues superseded by annual

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
NAS 1.18/2:	0830-F	Index to Management Issuances Keep latest edition
NAS 1.18/3:	0830-F	Petition to Patent Waiver, NHB 5599.1 Looseleaf. Discard revised pages. Keep latest edition
★NAS 1.21:7051	0830-J-07	NASA Thesaurus: Volume 1 & Volume 2 Keep latest edition and latest cumulative supplement.
NAS 1.22/3:	0830-M	Reliability and Quality Assurance Publications (NHB series) Discard if revised
NAS 1.24:	0830-L-01	NASA Headquarters Telephone Directory (quarterly) Keep latest issue
★NAS 1.24/3:	0830-L-01	KSC (Kennedy Space Center) Telephone Directory (semi-annual) Keep latest issue
NAS 1.37:	0830-T	National Space Science Data Center, NSSDC-(series) Discard if revised
NAS 1.53:	0830-H-05	Announcement of Opportunities for Participation in (Various Projects), AO-(series) Dated. Discard when expires or after 6 months
NAS 1.53/2:	0830-H-05	Space Science Notice Dated. Discard when expires or after 6 months
★NCU 1.6/a:	0527	Advance Copy Proposed Rules and Regulations Discard when final copy published in <i>Regulations, Rules</i> (NCU 1.6:)
★NCU 1.9/2:	0527-F	Annual Statistics Discard when final revised data is published in NCUA <i>Annual Report</i> (NCU 1.1:)
★NCU 1.9/3:	0527-F	Mid-Year Statistics Discard when superseded by <i>Annual Statistics</i> (NCU 1.9/2:)
NCU 1.14:	0527-G	NCU Telephone Directory Keep latest issue
★NCU 1.16:	0527-H	Credit Union Directory (annual) Keep latest issue
★NF 2.8:	0831-B-02	Application Guidelines
Ar7/3/yr.		—Artists in Education
C35/yr.		—Challenge Grants
C35/2/yr.		—New Music Performance and Chamber Music
C45/2/yr.		—Chorus
D19/2/yr.		—Dance Touring Programs
D19/3/yr.		—Dance, Mime
D48/yr.		—Design Arts
En7/yr.		—Music Ensembles
Ex7/yr.		—Expansion Arts
F71/yr.		—Folk Arts
In8/yr.		—Inter-Arts
J33/yr.		—Jazz
L71/2/yr.		—Literature
M46/yr.		—Media Arts: Film/Radio/Television
M97/yr.		—Museums
M97/7/yr.		—Music Festivals
M97/8/yr.		—Music Professional Training
Op2/2/yr.		—Opera—Musical Theater
Or1/yr.		—Orchestra

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
P92/yr.		—Music Program: Presenters and Festivals Jazz Management and Special Projects
St2/yr.		—State Programs
T28/yr.		—Test Program of Support for Local Arts Agencies Theater
T34/2/yr.		—Theater
V82/2/yr.		—Visual Arts. Grants to Organizations
V82/3/yr.		—Visual Artists Fellowships
		Keep latest edition
NS 1.3:	0834-F-08	NSF Bulletin
		Newsletter, Keep current year plus previous year
P 1.3:	0837-C	Postal Bulletin (weekly)
		Dated. Discard after 6 months unless otherwise specified
P 1.10/5:	0839-A-02	International Mail
		Looseleaf. Discard revised pages. Keep latest edition
★P 1.10/8:	0839-A-03	National Zip Code Directory
		Keep latest edition
★P 1.10/9:	0839-A-03	ZIP + 4 Directory
		Keep latest edition
P 1.11/3:	0838	Postal Laws
		Keep latest edition
P 1.12/6:	0838-E	Postal Contracting Manual
		Looseleaf. Discard revised pages. Keep latest edition
P 1.12/7:	0839-A-04	Employee and Labor Relations
		Looseleaf. Discard revised pages. Keep latest edition
★P 1.12/8:	0837-E	Postal Operations Manual
		Looseleaf. Discard revised pages. Keep latest edition
★P 1.12/10:	0843-F	Administrative Support Manual
		Looseleaf. Discard revised pages. Keep latest edition
★P 1.12/11:	0843-B	Domestic Mail Manual
		Looseleaf. Discard revised pages. Keep latest edition
★P 1.12/11a:	0843-B	Domestic Mail Manual (separates)
		Discard if revised
P 1.31/5:	0843-C	Personnel Handbooks, Series P
		Looseleaf. Discard revised pages. Keep latest edition
P 1.31/6:	0843-D	Maintenance Handbook, MS-(series)
		Looseleaf. Discard revised pages. Keep latest edition
P 1.31/7:	0843-E	Methods Handbooks, M-(series)
		Discard if revised
★P 1.31/8:	0843	Handbook, RE (Real Estate) Series
		Discard if revised
★P 1.34:	0837-F	Telephone Directory
		Keep latest issue
★P 1.44:	0837-D	Postal Service Institute Bulletin
		Discard if revised
P 4.10:	0840	Postage Stamps of United States
		Looseleaf. Discard revised pages. Keep latest edition
★PE 1.10:	0074-E	Appropriate Technologies for Development
		Discard if revised
★PE 1.11:	0074-E-02	Core Curriculum
		Discard if revised
PM 1.8/2:	0296	Handbook of Occupational Groups and Series of Classes (irregular)
		Looseleaf. Discard revised pages. Keep latest edition

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★PM 1.9:	0290-F	Salary Tables, Executive Branch of the Government Keep latest edition
PM 1.13:	0293-D	Federal Labor-Management Consultant (biweekly) Newsletter. Keep current year plus previous year
PM 1.14:	0294	Federal Personnel Manual: Transmittal Sheets Dated. Discard when expires
PM 1.14/2:		—Bulletins, Installments & Letters Dated. Discard when expires
PM 1.14/3:		—Supplements Discard if revised
PM 1.19:	0296-A	Interagency Training, Catalog of Courses Dated. Discard when expires
★PM 1.19/4:	0291-G	Catalogs of Training Courses (various subjects) Keep latest issue of each subject
PM 1.21:	0292	Current Federal Examination Announcements (bimonthly) Keep latest issue
PM 1.21/2:	0292	Announcement (of Examinations) Keep latest issue
PM 1.25:	0293-A	Federal Facts (numbered) Discard if revised
★PM 1.28:	0300-A	Personnel Management Series Discard if revised
★PM 1.30:	0291	Position Classification Standard Looseleaf. Discard revised pages. Keep latest edition
★PM 1.30/a:	0291	Position Classification Standard for General Schedule Positions, Transmittal Sheets (separates) Looseleaf. Discard revised pages. Keep latest edition
★PM 1.31:	0290-N	Telephone Directory Keep latest issue
★PM 1.44:	0290-T	Index to Information Keep latest issue
★PM 1.46:	0291-H	Supervisory Training Institute, Curriculum Catalog, Fiscal Year Keep latest issue
PrEx 1.10/6:	0766-C-04	Annual National Ability Counts Contest (announcements) Keep latest issue
PrEx 2.20:	0853-A-01	Catalog of Federal Domestic Assistance (annual) Looseleaf. Discard revised pages. Keep latest edition
★PrEx 3.10:	0856-A-02	CIA Publications Discard if revised
★PrEx 3.10/4:	0856-A-01	CIA Maps and Atlases Discard if revised
★PrEx 3.10/7:	0856-A-04	National Foreign Assessment Center Publications (numbered) Discard if revised
PrEx 3.11/2:	0856-A-05	Reference Aid; Chiefs of State and Cabinet members of Foreign Government, CR, CS (series) (monthly) Keep latest issue
★PrEx 3.15:	0856-A-07	The World Factbook (annual) Keep latest edition
S 1.8:	0865	Diplomatic List (quarterly) Keep latest issue
S 1.8/2:	0868-C	Employees of Diplomatic Missions (quarterly) Keep latest issue

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
S 1.21:	0876-C	Telephone Directory, Department of State, Agency for International Development, Arms Control and Disarmament Agency Keep latest issue
S 1.25/2:	0877-B	Press Releases Keep current year plus previous year
S 1.25/4:	0877-B	Press Conference Series Keep current year plus previous year
S 1.40/2:	0876-B	Key Officers of Foreign Service Posts, Guide for Business Representatives Keep latest issue
★S 1.40/2: B 96/yr.	0876-B	Guide to Doing Business With the Department of State Keep latest edition
★S 1.76/3:	0888	Standardized Regulations (Government Civilians, Foreign Areas) Looseleaf. Discard revised pages. Keep latest edition
★S 1.76/3-2:	0888	Maximum Travel Per Diem Allowances for Foreign Areas (monthly) Keep latest issue
★S 1.114/2:	0872-A	Foreign Service Institute: Basic Language Courses Discard preliminary edition when a final edition is received
★S 1.114/3: C 83/yr.	0872-A	Foreign Service Institute: FSI Schedule of Courses Keep latest edition
S 1.123:	0862-B	Background Notes on (Various Countries) Keep latest issue for each country
S 1.123/2:		—Indexes Keep latest edition
S 1.128:	0864-B-04	Gist (irregular) Discard if revised
★S 1.128/2:	0864-B-04	Gist, Index Keep latest issue
S 9.10:	0899	Treaties and Other International Acts Separate issues superseded by bound (S 9.12:)
S 9.14:	0900-A	Treaties in Force (annual) Keep latest issue
S 18.6/2:	0900-C-05	Procurement Regulations Looseleaf. Discard revised pages. Keep latest edition
★S 18.61:	0900-C-21	AID Highlights (quarterly) Keep current year plus previous year
SBA 1.14:	0901-J	Small Marketers Aids Separate issues superseded by annual (SBA 1.14/2:)
SBA 1.18:	0901-N	Small Business Administration Publications (lists) Keep latest issue
★SBA 1.32:	0901-E	Management Aids Discard if revised
★SBA 1.36:	0901-B-01	Firms in the 8(a) Business Development Program Keep latest issue
★SBA 1.37:	0901-B-02	Pre-Solicitation Announcements, SBIR Programs Keep latest issue
SE 1.25/12:	0908-B	SEC News Digest (daily) Information appears later in <i>SEC Docket</i> (SE 1.29:); Keep current year plus previous year

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
SE 1.27:	0903-A	Directory of Companies Required to File Annual Reports With the Securities and Exchange Commission Keep latest issue
★SE 1.34:	0908-F	Official List of Section 13(f) Securities Keep latest issue
★SI 1.20: N 21/2/yr.	0909-D	National Museum Act: Grant Programs Guidelines Keep latest issue
SI 1.44:	0910-W	Smithsonian Opportunities for Research and Study in His- tory, Art, Science (Biennial) Keep latest edition
T 1.4/2:	0924	Department Circulars Discard if revised
★T 1.5:	0923-A-02	Daily Treasury Statement Keep current year plus previous year
T 1.11/3:	0950-D	Customs Bulletin (weekly) Weekly issues superseded by bound (T 1.11./4:)
T 1.28:	0924-A	Telephone Directory, Department of the Treasury Keep latest issue
★T 17.6/3-2:	0948-A-01	Keyword Worksheet (quarterly) Keep latest edition
★T 17.6/3-3:	0948-A-01	Keyword Directory (quarterly) Keep latest edition
T 17.9:	0948-A	Customs Regulations of U.S.—Revised Pages (monthly) Looseleaf. Discard revised pages. Keep latest edition
T 17.9/2:	0948	—Pt. 2 Measurement of Vessels Looseleaf. Discard revised pages. Keep latest edition
★T 17.15:	0948-B	Telephone Directory (annual) Keep latest issue
T 22.2: Or 3/yr.	0956	Cumulative List of Organizations Keep latest edition and its supplements.
T 22.19:	0961	Looseleaf Regulations System Looseleaf. Discard revised pages. Keep latest edition
T 22.19/5:	0956-A	Tobacco Tax Guide Looseleaf. Discard revised pages. Keep latest edition
T 22.20/2:	0955-A	Circulars Discard if revised
T 22.23:	0957	International Revenue Bulletin Biweekly issues superseded by (T 22.25:) but only material of "permanent nature" included
T 22.25/5:	0960-A	Index-Digest Supplement System: Service 1, Income Tax Keep latest edition
T 22.25/6:	0960-A-01	Index-Digest Supplement System: Service 2, Estate and Gift Tax Keep latest edition
T 22.25/7:	0960-A-02	Index/Digest Supplement System: Service 3, Employment Tax Keep latest edition
T 22.25/8:	0960-A-03	Index-Digest Supplement System: Service 4, Excise Taxes Keep latest edition
T 22.35/3:	0964	Statistics of Income (preliminary) Loose issues superseded by final (T 22.35/2:)
T 22.44:	0964-B	Your Federal Income Tax (annual) Keep latest edition

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
T 22.44/2:	0964-B	Tax Information, IRS Publications (numbered) Discard if revised
T 22.44/3:	0964-B	Catalog and Index to Taxpayer Information Publications Keep latest edition
★T 22.46/2:	0955-C	Media Feature Service Keep latest issue
★T 22.48:	0955-B	IRS Phone Book, National Office (quarterly) Keep latest issue
★T 22.48/2:	0955-B	Chief Counsel Office Directory (semiannual) Keep latest edition
★T 22.49:	0946-B-01	IRS Clip-Sheet (annual) Keep latest edition
T 63.209:	0970-A	Tables of Redemption Values for United States Savings Bonds (A-E Series) (semiannual) Discard if revised
T 63.209/5:	0970-A-01	Tables of Redemption Values for \$25 Series E Savings Bonds Keep latest edition
★T 63.209/5-2:	0970-A-01	Tables of Redemption Values for \$50 series EE and \$25 Series E Savings Bonds (semiannual) Keep latest edition
★T 63.209/6:	0970-A-03	Tables of Redemption Values for United States Savings Bonds Series E Keep latest edition
★T 63.209/7:	0970-A-02	Tables of Redemption Values for United States Savings Bond Series EE Keep latest edition
T 63.210:	0970-A	Table of Redemption Values for U.S. Savings Notes Discard if revised
T 70.7:	0961-C	Alcohol, Tobacco, and Firearms Bulletin (quarterly) Quarterly issues superseded by annual (T 70.7/2:)
★T 70.10:	0971-E	Industry Circular Keep current year plus previous year
TD 1.9:	0982-C-07	Telephone Directory, U.S. Department of Transportation (quarterly) Keep latest issue
TD 2.36/3:	0982-G-24	FHWA Research and Development Implementation Catalog Keep latest edition
TD 2.39:	0982-G-17	National Highway Institute Bulletins (numbered) Dated. Discard when expires or after 6 months
★TD 2.61:	0982-G-37	Driver License Administration, Requirements & Fees Keep latest edition
★TD 4.6:	0431-C-13	Federal Aviation Regulations (parts) Looseleaf. Discard revised pages. Keep latest edition
★TD 4.6/3:	0431-C-13	Federal Aviation Regulations (volumes) Looseleaf. Discard revised pages. Keep latest edition
TD 4.8/2:	0431-C-04	Handbooks (numbered) Looseleaf. Discard if revised
★TD 4.8/5:	0431-A-27	Advisory Circulars Discard if revised or cancelled. Note: Use <i>Advisory Circular Checklist</i> (TD 4.8/5: 00-2XX) to determine status

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
TD 4.10/2:	0431-A-15	Summary of Airworthiness Directives: Small Aircraft Keep latest edition
TD 4.10/3:		—Large Aircraft Keep latest edition
★TD 4.10/4:	0431-A-15	FAA Airworthiness Directive, Biweekly Listing Keep latest issue
TD 4.11:	0431-A-09	International Notices to Airmen (biweekly) Keep latest issue
TD 4.12/2:	0431-C-05	Notices to Airmen (biweekly) Keep latest issue
TD 4.12/3:	0431-C-05	Airman's Information Manual, Basic Flight Information and ATC Procedures (semiannual) Keep latest edition
TD 4.12/4:	0431-C-05	Graphic Notices and Supplemental Data (quarterly) Keep latest edition
TD 4.15/3:	0431-C-02	Type Certificate Data Sheets and Specifications: —v. 1, Single Engine Airplanes
TD 4.15/4:		—v. 2 Small Multiengine Airplanes
TD 4.15/5:		—v. 3, Large Multiengine Airplanes
TD 4.15/6:		—v. 4, Rotocraft, Gliders and Balloons
TD 4.15/7:		—v. 5, Aircraft Engines and Propellers
TD 4.15/8:		—v. 6, Aircraft Listing and Aircraft Engine and Propeller Listing Keep latest edition and its supplements
TD 4.17/6:	0431-A-30	Guide to FAA Publications, FAA-APA-PG (series) Keep latest edition
TD 4.24:	0431-C-15	Standard Specifications for Construction of Airports Looseleaf. Discard revised pages. Keep latest edition
TD 4.28:	0431-F-06	Acceptable Methods, Techniques and Practices: Aircraft Alternations Looseleaf, Discard revised pages. Keep latest edition
TD 4.28/2:	0431-F-07	Acceptable Methods, Techniques and Practices: Aircraft Inspection Repair Keep latest edition
TD 4.32/21:	0431-A-48	FAA-T (series) Discard if revised
TD 4.36:	0431-A-05	Summary of Supplemental Type Certificates Looseleaf. Discard revised pages. Keep latest edition
TD 4.51:	0431-A-37	FAA Catalog of Training Courses Keep latest edition
TD 4.52:	0431-A-37	FAA Directory (quarterly) Keep latest issue
★TD 4.52/2:	0431-A-37	Telephone Directory (by region) Keep latest issue of each region
★TD 4.54:	0431-A-40	IFR and VFR Pilot Exam-o-grams Keep latest edition
★TD 4.60:	0431-C-28	Standard Instrument Approach Procedures Takeoff Mini- mums/Departure Procedures Looseleaf. Discard revised pages. Keep latest edition
TD 4.309:	0431-C-18	International Flight Information Manual Keep latest edition
TD 4.310:	0431-D-03	Location Identifiers (3 times annually) Keep latest edition

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★TD 4.316:	0431-D-07	Minimum Enroute IFR Altitudes Over Particular Routes & Intersections Keep latest edition
★TD 4.409:	0431-C-06	General Aviation Inspection Aids Summary and Supplements Keep latest edition and its supplements
★TD 4.414:	0431-G-08	General Aviation Airworthiness Alerts Keep current year plus previous year
★TD 5.2: B76/pt. 1-4	0934	Bridges Over the Navigable Waters of the U.S. Keep latest edition
★TD 5.4/2:	0941-B	Navigation and Vessel Inspection Circulars (numbered) Discard if revised
★TD 5.4/3:	0941-B	Boating Safety Circulars Keep current year plus previous year
TD 5.9:	0936	Light list: Vol. 1, 2, Atlantic and Gulf Coast
TD 5.9:	0940	—Vol. 3, Pacific Coast
TD 5.9:	0937	—Vol. 4, Great Lakes
TD 5.9:	0939	—Vol. 5, Mississippi River System Keep latest edition
TD 5.12/2:	0931-A-04	Merchant Vessels of the United States Keep latest edition and its supplements
TD 5.16:	0930-B	Coast Guard Academy Catalog Keep latest edition
★TD 5.16/2:	0930-B	Coast Guard Academy Bulletin of Information Keep latest edition
TD 5.20:	0933-A	Equipment Lists Keep latest edition
TD 5.21/6:	0931-A-12	Directives, Publications and Reports Index (semiannual) Keep latest issue
★TD 5.44:	0931-E	National Contingency Listing Directory: National Keep latest edition
★TD 5.44: 1-10:	0931-E-01 to 931-E-10	National Contingency Listing Directory: Regional Keep latest edition of each region
★TD 8.6/2:	0982-D-03	Federal Motor Vehicle Safety Standards and Regulations
★TD 8.6/3:	0982-D-32	Looseleaf. Discard revised pages. Keep latest edition NOTE: Basic edition sent as TD 8.6/2: and revised pages sent as TD 8.6/3:
★TD 8.9/2:	0982-D-02	Safety Related Recall Campaign For Motor Vehicles and Motor Vehicle Equipment Quarterly issues superseded by annual
★VA 1.10/3:	0987	Program Guide, PG (series) Discard if revised
★VA 1.10/4:	0987	Guides, G (series) Discard if revised
★VA 1.10/5:	0987	Handbooks (numbered) Discard if revised
VA 1.19:	0988	VA Pamphlets Discard if revised
VA 1.20:	0986	Index to VA Publications Keep latest edition
★VA 1.20/3:	0983-A	Bibliographies Discard if revised

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★VA 1.20/4:	0983-A-01	VA Catalogs (numbered) Keep latest edition of each title
★VA 1.22:	0986-A	Information Bulletins Discard if revised
VA 1.34:	0989-B	VA Fact Sheets, IS-(series) Discard if revised
★VA 1.53:	0989-B	Department of Memorial Affairs, VA-DMA-IS (series) Discard if revised
★VA 1.58:	0985-B	Legislative Status Reports Monthly issues superseded by cumulation for 98th Congress (1984). Issues for 99th Congress (1985) do not cumulate
★VA 1.60:	0983-A-04	Telephone Directory Keep latest issue
★VA 1.62:	0983-A-07	Directory of Veterans Organizations and State Departments of Veterans Affairs Keep latest edition
★VA 1.63:	0983-A-08	VA Health Professional Scholarship Program, Publications Discard if revised
★VA 1.69:	0983-A-04	Consolidated Address and Territorial Bulletin Keep latest edition
X/a :	0994-B [P] 0994-C[MF]	Congressional Record—Daily Daily issues superseded by bound (X); Do not discard daily issues until receipt of all parts and index of bound set for that volume
Y 1.2:	0998	Telephone Directory, U.S. House of Representatives Keep latest edition
★Y 1.2/2:	0998-A	Calendar of United States House of Representatives and History of Legislation Each issue supersedes previous day's. Keep latest Monday issue for index. All daily issues superseded by final edition for session, then final edition for Congress
Y 1.2/5:	0991	United States Code and Supplements Keep latest edition and latest complete supplement
Y 1.3:	0998-A-01	Telephone Directory, U.S. Senate Keep latest edition
★Y 1.3/3:	0998-B	Calendar of Business, Senate Keep issues for current Congress and one year past the adjournment of the Congress
★Y 1.3/9:	0998-A-01	List of Standing Committees Keep latest edition
★Y 1.4/(1-9):	1006-A	Senate and House Bills and Resolutions Keep for one year after the adjournment of the Congress from which they originated
★Y 3.C 76/3:5/	1062-C-04	Laws Discard if revised
Y 3.C76/3:6-2	1062-C-04	Orders (numbered) Looseleaf. Discard revised pages
Y 3.C76/3:11	1062-C-07	Fact Sheets (numbered) Discard if revised
Y 3.C76/3:11-3	1062-C-15	Alert Sheets Discard if revised
★Y 3.C 76/3:23/	1062-C-19	CPSC Telephone Directory Keep latest issue

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★Y 3.E1 2/3:5 C 15/2/yr.	1091-A	Federal Election Campaign Laws Keep latest edition
★Y 3.E1 2/3:6 R 26/yr.	1091-A	Federal Election Commission Regulations Keep latest edition and its supplements
Y 3.E1 2/3:9-2	1091-A	Election Law Update Quarterly issues superseded by annual
Y 3.E12/3:12	1091-A	Election Case Law Quarterly issues superseded by annual
★Y 3.Ex 7/3:5/	1060	Laws Keep latest edition
Y 3.F 31/21:10	1061-G-01	FLRC Report of Case Decisions Preprints superseded by bound compilation (Y3.F 31/21:9/) <i>Announcements</i> are dated—discard after 6 months
Y 3.F 31/21-3:9	1061-G-01	FLRA Report of Case Decisions <i>Information Announcements</i> and <i>News Releases</i> are dated—discard after 6 months
★Y 3.H 62/2: 9/yr.	1064-D	We The People Calendar Keep latest edition
Y 3.N 88:6	1052	NRC Rules and Regulations, Title 10 CFR Looseleaf. Discard revised pages. Keep latest edition
★Y 3.N 88:6-2/	1051-R-01 to 1051-R-10	Regulatory Guides: 1. (nos.) through 10. (nos.) Discard if revised
★Y 3.N 88:7/	1051-H-26	News Releases Keep current year plus previous year
★Y 3.N 88:11-2/	1051-J	NRC Issuances, Opinions and Decisions of the NRC, With Selected Orders Monthly issues superseded by bound (Y3. N88:11/)
★Y 3.N 88:14/	1051-H-19	Telephone Directory Keep latest issue
★Y 3.N 88:21-3/	1051-H-14	Regulatory and Technical Reports Quarterly issues superseded by annual
★Y 3.Se 4:26/	1075-A	Selective Service System: Telephone Directory Keep latest issue
★Y4.		Legislative Calendars from . . . Keep final edition from each Congress for each committee
★Y 4.En2:P96/	1040-A	Publications list Keep latest edition
★Y 4.F76/1: F76/55/	1017-A	Chronologies of Major Developments in Selected Areas of Foreign Affairs Quarterly issues superseded by annual
★Y 4.F76/2: L52/yr.	1039-A	Legislation on Foreign Relations Through (year) Keep latest compilation
★Y 4.F76/2: R86/	1039-A	Rules of the Committee on Foreign Relations Keep latest edition
★Y 4.G74/7:	1016-A	Rules of the Committee on Government Operations Keep latest edition
★Y 4.In8/19: P94/	1009-B	Rules of Procedure for the Select Committee on Intelligence Keep latest edition
★Y 4.J89/1: Ap 4/2/	1020-A	Federal Rules of Appellate Procedure With Forms Keep latest edition
★Y 4.J89/1: C49/7/	1020-A	Rules of Civil Procedure for the United States District Court Keep latest edition

<i>SUDOC No.</i>	<i>Item No.</i>	<i>Title & notes</i>
★Y 4.J89/1: C85/7/	1020-A	Rules of Criminal Procedure for the United States District Courts Keep latest edition
★Y 4.J89/1: R86/	1020-A	Federal Rules of Evidence Keep latest edition
★Y 4.L11/4: R86/	1043-A	Rules of Procedure of the Senate Committee on Labor and Human Resources Keep latest edition
★Y 4.P93/1: C64	1004-C	United States Code, Title 44 Public Printing and Documents Keep latest edition
★Y 4.P 93/1: D44/	1004-C	Government Depository Libraries Keep latest edition
★Y 4.R86/2: R86/6	1046-B	Standing Rules for Conducting Business in the U.S. Senate Keep latest edition
★Y 4.R86/2: R86/7	1046-B	Rules of the Committee on Rules Keep latest edition
★Y 4.Sci 2: L52/	1025-A-01	Legislative Manual Keep latest edition
★Y 4.Sci 2: R86/	1025-A-01	Rules Governing Procedure of the Committee on Science and Technology Keep latest edition

I-2 Instructions-
Exhibits

Instructions To Depository Libraries

Exhibit A

GPO Form 3452
(R 12-84)

Depository Shipping List No. 88-100-P

4-88

Box Number 216

Date February 18, 1988 Page 1 Of 2

Claims for nonreceipt of publications on this list under item numbers previously selected by a library must be postmarked within 60 calendar days of receipt of this shipment. When filing a claim for missing publications, please return a copy of the list on which they appear and circle the item numbers that are missing.

ITEM NUMBER	CLASSIFICATION NUMBER	TITLE
		DISTRIBUTION IS NOW BEING MADE ACCORDING TO THE 1987 ANNUAL UPDATE (i.e. RETURNED BY JULY 1, 1987.)
379-A	D 5.315:988/7	Notice to Mariners, No. 7, February 13, 1988
429-T-32	E 3.22:987	Typical Electric Bills, January 1, 1987, S/N 061-003-00559-4, * \$15.00
431-A-48	TD 4.32/21:7 B	Instrument Rating Question Book, FAA-T-8080-7B, 1988, S/N 050-007-00784-1, *
485	HE 20.2:B 74/3	Early Detection of Breast Cancer Saves Lives
569-C-3	AE 1.110:Sci 2	Science and Technology
572-B	AE 2.106/3:42/pt.400 -429/987	Code of Federal Regulations, Title 42, Public Health, Parts 400 to 429, Revised October 1, 1987, S/N 869-001-00145-3, * \$21.00
620	I 19.3:1723	Mineral Resources of the Pryor Mountain, Burnt Timber Canyon, and Big Horn Tack-on Wilderness Study Areas, etc., Bulletin 1723, 1988
620	I 19.3:1751-B	Mineral Resources of the Bull Mountain Wilderness Study Area, Garfield and Wayne Counties, Utah, Bulletin 1751-B, 1988
624-H	I 19.76:84-463	Hydrology of Area 8, Eastern Coal Province, West Virginia and Ohio, Water-Resources Investigations Open-File Report 84-463, January 1987
818-A-2	LC 33.10:87-9	LC Science Tracer Bullet 87-9, Microcomputers, September 1987
818-A-2	LC 33.10:87-12	LC Science Tracer Bullet 87-12, Optical Disk Technology, November 1987
837-C	P 1.3:21658	Postal Bulletin 21658, February 11, 1988, * \$1.25
1009-B-10	Y 4.C 43/2:P 69	100-1 Hearing: Preventing Out-of-Home Placement: Programs that Work, *
1013-A	Y 4.B 22/1:100-43	100-1 Joint Hearings: Role of Commodity Prices in the International Coordination of Economic Policies and in the Conduct of Monetary Policy, Serial No. 100-43, *
1019-A	Y 4.En 2/3:100-57	100-1 Hearing: Uranium Enrichment Program, Serial No. 100-57, *
1025-A-1	Y 4.Sci 2:100/56	100-1 Hearing: Superconductivity, [No. 56], *
1032-C	Y 4.Ag 8/3:S.hrg.100 -396	100-1 Hearing: Foodborne Illnesses and Deaths, S. Hrg. 100-396, *
1037-B	Y 4.G 74/9:S.hrg.100 -404	100-1 Hearing: Post-Employment Lobbying Restrictions, S. Hrg. 100-404, *
1043-A	Y 4.L 11/4:S.hrg.100 -383	100-1 Hearing: Reauthorization of the Adoption Reform Act of 1978 and the Family Violence Prevention and Services Act of 1984, S. Hrg. 100-383, *
		Number of Publications: 21

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SPECIAL FOURTH CLASS RATE

Instructions To Depository Libraries

Exhibit B

GPO Form 3452A
(R-12-84)

4-88

Depository Shipping List No. 88-020-M
Date February 9, 1988 Page 1 of 1

Claims for nonreceipt of publications on this list under item numbers previously selected by a library must be postmarked within 60 calendar days of receipt of this shipment. When filing a claim for missing publications, please return a copy of the list on which they appear and circle the item numbers that are missing.

Microfiche #107

ITEM NUMBER	CLASSIFICATION NUMBER	TITLE
		DISTRIBUTION IS NOW BEING MADE ACCORDING TO THE 1987 ANNUAL UPDATE. (i.e. RECEIVED BY JULY 1, 1987.)
314-A	D 7.25:3030/988	Identification List (IL), FSC, 3030, Belting, Drive Belts, Fan Belts, and Accessories, Basic, DLA, U.S. DOD, February 1988
	D 7.25:3200/988	Identification List (IL), FSG, 3200, Woodworking Machinery and Equipment, Basic, DLA, U.S. DOD, February 1988
	D 7.25:4820/988	Identification List (IL), FSC, 4820, Valves, Nonpowered, Basic, DLA, U.S. DOD, February 1988
	D 7.25:5310/988	Identification List (IL), FSC, 5310, Nuts and Washers, Basic, DLA, U.S. DOD, February 1988
	D 7.25:5315/988	Identification List (IL), FSC, 5315, Nails, Keys, and Pins, Basic, DLA, U.S. DOD, February 1988
	D 7.25:5826/988	Identification List (IL), FSC, 5826, Radio Navigation Equipment, Airborne, Basic, DLA, U.S. DOD, February 1988
	D 7.25:5845/988	Identification List (IL), FSC, 5845, Underwater Sound Equipment, Basic, DLA, U.S. DOD, February 1988
	D 7.25:8405,8410,8415/988	Identification List (IL), FSC, 8405, 8410, 8415, Outwear, Men's; Outwear, Women's Clothing, Special Purpose, Basic, DLA, U.S. DOD, February 1988
431-A-15	TD 4.10/2:988	Supplement Volume I, Airworthiness Directives, Small Aircraft, Supplement 87-01 thru 88-01, Index, To: Aircraft Group B, U.S. DOT, January 1, 1988
	TD 4.10/3:988	Supplement Volume II, Airworthiness Directives, Large Aircraft, Supplement 87-01 thru 88-01, Index, To: Aircraft Group B, U.S. DOT, January 1, 1988
		Number of Publications: 10

Mail Claims to: LIB # _____

U.S. GOVERNMENT PRINTING OFFICE
LIBRARY PROGRAMS SERVICE (SLLA)
MICROFICHE CLAIMS
WASHINGTON, D.C. 20401

Signature of librarian authorized to make claim: _____

CLEARLY PRINT OR TYPE ADDRESS AND INFORMATION ON MAILING LABEL

(LIB# _____) (SL# _____)

Name _____

Street address _____

City and State _____ Zip Code _____

Instructions To Depository Libraries

Exhibit C

GPO Form 3452
(R 12-84)

Depository Shipping List No. 88-51-P

4-88

SEPARATES

Date January 26, 1988 Page 1 Of 1

Claims for nonreceipt of publications on this list under item numbers previously selected by a library must be post-marked within 60 calendar days of receipt of this shipment. When filing a claim for missing publications, please return a copy of the list on which they appear and circle the item numbers that are missing.

ITEM NUMBER	CLASSIFICATION NUMBER	TITLE
		DISTRIBUTION IS NOW BEING MADE ACCORDING TO THE 1987 ANNUAL UPDATE (i.e. RETURNED BY JULY 1, 1987.)
		<u>THIS SHIPMENT IS BEING MAILED IN EIGHT SEPARATE PACKAGES.</u>
<u>FIRST PACKAGE</u> 80-G	A 13.28:G 82/7/north A 13.28:G 82/7/south	Green Mountain National Forest (North Half), Vermont, 1984 Green Mountain National Forest (South Half), Vermont, 1984
<u>SECOND PACKAGE</u> 215-L	C 61.34:988	1988 U.S. Industrial Outlook
<u>THIRD PACKAGE</u> 306-A	D 1.6/2:M 33/v.1-2	Maritime Claims Reference Manual, Vols. 1 - 2, June 1987
<u>FOURTH PACKAGE</u> 325-B	D 101.6/5:St 2/3	Standard Finance System (STANFINS), User Manual, September 1, 1982
<u>FIFTH PACKAGE</u> 508-E	HE 20.3612:29/1/pt.1	Index Medicus, Vol. 29, No. 1, Part 1, January 1988, * \$33.00
<u>SIXTH PACKAGE</u> 786-B	LC 1.46:987	Performing Arts Annual 1987, S/N 030-001-00120-2, * \$21.00
<u>SEVENTH PACKAGE</u> 996-C	Y 1.1/2:Serial 13615	99-1 United States Congressional Serial Set, Senate Treaty Documents, Nos. 1-12
<u>EIGHTH PACKAGE</u> 1008-E	Y 1.1/2:Serial 13616	99-1 United States Congressional Serial Set, Senate Report Nos. 1-11
		* For Sale by the Superintendent of Documents.
		Number of Publications: 10

Mail Claims To:

U.S. GOVERNMENT PRINTING OFFICE
LIBRARY PROGRAMS SERVICE (SLDM)
PAPER CLAIMS
WASHINGTON, D.C. 20401

Signature of librarian authorized to make claim _____

CLEARLY PRINT OR TYPE ADDRESS AND INFORMATION ON MAILING LABEL

U.S. GOVERNMENT PRINTING OFFICE
LIBRARY PROGRAMS SERVICE (SLDM)
WASHINGTON, D.C. 20401

(LIB # _____) (SL # 88-51-P)

OFFICIAL BUSINESS

Name _____

Penalty for Private Use
\$300

Street address _____

City and state _____ Zip Code _____

POSTAGE AND FEES PAID
U.S. GOVERNMENT PRINTING OFFICE
377
SPECIAL FOURTH CLASS RATE

Instructions To Depository Libraries

Exhibit D

4-88

CORRECTIONS

Depository Shipping List No. 87-724-P

Date December 14, 1987 Page 1 of 2

This complete listing is corrections of information from earlier shipping lists. PLEASE DO NOT CLAIM THE PUBLICATIONS. The distribution that we received has been shipped and stock is no longer available.

<u>ITEM NUMBER</u>	<u>CORRECTED NUMBER</u>	<u>CLASS NUMBER</u>	<u>CORRECTED CLASS</u>	<u>SL#</u>	<u>TITLE</u>
327-J		D 101.22:550-156	D 101.22:550-156/ 984	85-336-P	Area Handbook Series Paraguay, A Country Study, DA Pam 550-156, 1984, S/N 008-020-00402-2, * \$11.00
447-A-1		HE 20.3002:N 95	HE 23.3002:N 95	14,125	Longitudinal Evaluation of the National Nutri- tion Program for the Elderly
582		HH 1.2:P 94/12	HH 1.2:94/27	87-372-P	Property Offering
648	654	I 29.2:Sa 5/6	I 29.6/7:987/2	87-557-P	Autumn in the Santa Monica Mountains and Sea- shore, 1987
783-E-4		L 37.212:986/rev.3	L 37.212:985/rev.3	86-802-P	Comparison of State Unemployment Insurance Laws, Comparison Rev. 3, September 7, 1986
783-E-4		L 37.212:987/rev.3	L 37.212:985/rev.4	87-180-P	Comparison of State Unemployment Insurance Laws, Comparison Rev. 4, January 4, 1987
783-E-4		L 37.212:987/rev.5	L 37.212:985/rev.5	87-581-P	Comparison of State Unemployment Insurance Laws, Comparison Rev. 5, September 6, 1987
857-I-2		HE 1.508:C 76/3/988	HE 1.508/2:988	87-701-P	Consumer's Resource Handbook, 1988 Edition
<u>NOTES:</u> 421-E-5		D 301.76/5:T 42/2		87-244-P	With Sincere Best Wishes, The USAF Thunder- birds, 1987 This publication was distributed twice, once on shipping list 87-244-P, and again on ship- ping list 87-530-P, and classed D 301.76/5: Tu 2/2, which is the incorrect class and you may discard that one.

Instructions To Depository Libraries

Exhibit E

GPO FORM 3794
(R 7-86)

4-88

DEPOSITORY LIBRARY INQUIRY FORM

Microfiche ☐ Paper ☐

- ☐ Selection Inquiry
- ☐ Fugitive Publication
- ☐ Classification Inquiry
- ☐ Item Number Inquiry
- ☐ Monthly Catalog Inquiry
- ☐ Claim Inquiry
- ☐ Claim for Automatic/Direct Mail
- ☐ Depository Shipping List Inquiry
- ☐ Other

Name of Librarian _____

Area Code/Telephone No _____

Date _____

Lib. No. _____

Depository Shipping List No. and Date _____

Classification No.: _____

Item No.: _____

Title & Government Issuing Office _____

Details of Request _____

For Use By GPO

Reply _____

INSTRUCTIONS: Mail copies 1 and 2 to: U.S. Government Printing Office
Library Programs Service (SLLA)
Washington, D.C. 20401

Retain copy 3 for your files. Print or type your address in the area provided below to ensure a prompt response.

U.S. GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
WASHINGTON, D.C. 20402
OFFICIAL BUSINESS

LIB# _____
Institution _____
Address _____

LPS ACTION

Instructions To Depository Libraries

Exhibit F

4-88

ITEM NO: 0015

PAGE 01 OF 02

Agriculture Department

A 1.34:

Statistical Bulletins (MF)

SURVEY: 00-000

ITEM NO: 0015

PAGE 02 OF 02

These publications present statistical information on varied aspects of agriculture-commodities, income, productivity, prices, production, etc. Includes narrative, tables, charts, and maps, which provide data. Each issue will be 26 x 20 cm. Frequency and pagination cannot be anticipated.

SURVEY: 00-000

Instructions To Depository Libraries

Exhibit G

GPO FORM 3492
(R 4-86) P.57002-8

UNITED STATES GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS

4-88

PAGE 1 OF 1

☒

SURVEY NUMBER
88-001

SURVEY DATE
02/05/88

SURVEY CLOSING DATE
03/25/88

NUMBER OF ITEMS
0020

☒

DEPOSITORY LIBRARY NUMBER											
	0	1	2	3							
	0	1	2	3	4	5	6	7	8	9	
	0	1	2	3	4	5	6	7	8	9	
	0	1	2	3	4	5	6	7	8	9	
	A	B	C	D							

INSTRUCTIONS
Please write your library number in the space provided at left, and fill in the corresponding circle for each digit.
Also mark an "X" in the box next to those items listed below that your library wishes to receive.
Use only black or blue ink, or #2 pencil.
For further information, please see the reverse.

Please fold along line

<input type="checkbox"/>	0042-T-05	<input type="checkbox"/>	0418-A-02	<input type="checkbox"/>	0421-E-10	<input type="checkbox"/>	0424-F-03
<input type="checkbox"/>	0429-W	<input type="checkbox"/>	0460-C-04	<input type="checkbox"/>	0461-D-08	<input type="checkbox"/>	0467-A-26
<input type="checkbox"/>	0494-K-09	<input type="checkbox"/>	0505-A-22	<input type="checkbox"/>	0506-A-23	<input type="checkbox"/>	0508-A-07
<input type="checkbox"/>	0512-A-40	<input type="checkbox"/>	0581-E-37	<input type="checkbox"/>	0612-N	<input type="checkbox"/>	0749-E
<input type="checkbox"/>	0768-C-09	<input type="checkbox"/>	0768-C-10	<input type="checkbox"/>	0769-T	<input type="checkbox"/>	0830-J-12
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Please fold along line

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions To Depository Libraries

Exhibit H

4-88

DEPOSITORY SHIPPING LIST NO. 87-0694 -P

SURVEY DATE: NOVEMBER 27, 1987

PAGE 1

ITEM NUMBER	CLASSIFICATION NUMBER	TITLE
----------------	--------------------------	-------

SURVEY 87-017

THE FOLLOWING SERIES WITH ITEM NUMBERS AS INDICATED BELOW ARE NOW BEING ADDED TO THE 1950 REVISION OF THE CLASSIFIED LIST:

0006-P	A 1.137/2:	USDA Photo Feature (series) (P)
0042-T-04	A 93.53:	Costs of Producing Milk (annual) (MF)
0096-A-03	A 96.2:	General Publications
0231-B-22	C 61.19/2:	Foreign Buyer Program Export Interest Directory (series) (MF)
0296-C	PM 1.8/4:	Enrollment Information Guide and Plan Comparison Chart (annual) (P)
0356-A	D 12.16:	Education Service Plan, Wisconsin National Guard (annual) (P)
0474-B-09	E 1.68/2-4:	OCRWM (Office of Civilian Radioactive Waste Management) Publications Catalog (annual) (MF)
0491-B-21	HE 20.6515:	Forms (P)
0494-H-08	HE 20.7610/2:	Bibliography on Smoking and Health (annual) (P)
0508-H-09	HE 20.3623:	Directories
0569-B-05	AE 1.103:	NARA Bulletin (series) (P)
0718-A-18	J 28.3/3:	AIDS Bulletin (series) (P)
0746-C-08	L 36.17:	Forms (P)
0768-A-11	L 2.3/28:	Linking Employment Problems to Economic Status (annual) (MF)
0925-J-01	T 1.63/2:	Forms (P)

Instructions To Depository Libraries

Exhibit H

4-88

DEPOSITORY SHIPPING LIST NO. 87- 0694 -P

SURVEY DATE: NOVEMBER 27, 1987

PAGE 2

ITEM NUMBER	CLASSIFICATION NUMBER	TITLE
----------------	--------------------------	-------

SURVEY 87-017

0948-B-01	T 17.15/2:	Directories
0982-G-46	TD 2.3/3:	Bulletins (series) (MF)
0983-A-11	VA 1.88:	Selected Compensation and Pension Data by State of Residence (annual) (MF)
0989-G-04	VA 1.56/6:	Hines Sight (3 times a year) (P)
1061-N	Y 3.M 53/2:	Reports and Publications

TOTAL NUMBER OF ITEMS SURVEYED: 020

IF YOUR DEPOSITORY LIBRARY WISHES TO RECEIVE ANY OF THESE ITEMS, PLEASE INDICATE YOUR CHOICE ON THE ENCLOSED SCANNING SHEET, FILL IN YOUR DEPOSITORY LIBRARY NUMBER, AND RETURN THE SCANNING SHEET NO LATER THAN JANUARY 22, 1988

MAIL TO THIS ADDRESS:
U.S. GOVERNMENT PRINTING OFFICE
LIBRARY PROGRAMS SERVICE (SLLA)
SURVEY RESPONSES
WASHINGTON, DC 20401

Instructions To Depository Libraries

Exhibit I

4-88

DEPOSITORY SHIPPING LIST NO. 88-10

DATE 02-25-88

CLAIMS FOR NONRECEIPT OF PUBLICATIONS: If publications on this list under item numbers previously selected are missing, please wait 90 days from the postmarked date before mailing a claim. This time lapse will avoid possible duplication of sendings as some publications may be shipped separately because of their size. When filling claims for missing publications, please return a copy of the list on which they appear and circle the item numbers of the missing publications.

MAP NO.	ST. SEQ. #	MAP TITLE	SCALE	ITEM NO.	ST. SEQ. #	MAP TITLE	SCALE
19-M-02	AK-2764	TYONEK (B-3)	063	0619-M-37	OR-1931	GARDEN VALLEY	024
	729	CHARLEY RIVER (B-4)	"		2091	NONPAREIL	"
	787	TYONEK (B-8)	"		2246	TYEE MOUNTAIN	"
	1300	JONEAU (C-6)	"		2279	YELLOW BUTTE	"
					2146	RICHLAND	"
19-M-03	AZ-2569	VANAR NW	024		2286	OXBOW	"
	2568	VANAR	"				
19-M-05	CA-3854	SACATE RIDGE	024	0619-M-44	UT-1957	NOKAI DOME	024
	3795	NELSON RANGE	"		2065	WAGON BOX MESA	"
	3760	LUCKETT MTN.	"		2187	EGYPT	"
	3540	CAMP NELSON	"		2175	BITTER CREEK DIVIDE	"
	3688	HOCKETT PEAK	"		2148	CAVE FLAT	"
	3779	MONACHE MOUNTAIN	"		1942	MOUNT PENNELL	"
	3818	PATTERSON MIN.	"		2147	THE POST	"
					897	KAI HOLE RIDGE	"
19-M-18	LA-1054	PANTHER LAKE	024		52	BAR X WASH	"
					284	DRAGON	"
19-M-20	MD-170	POINT NO POINT	024		1972	PINE HOLLOW CANYON	"
19-M-22	MI-1736	TOWNSEND LAKE	024	0619-M-50	WY-1947	BUFORD	024
	1520	BALDWIN	"		1984	GREEN TOP MOUNTAIN	"
	1735	MARLBOROUGH	"		2054	SHERMAN MOUNTAINS EAST	"
19-M-25	MO-1518	DAWSON	024				
	1523	FUSON	"				
	1517	COMPETITION	"				
	1526	MANES	"				
19-M-26	MT-3050	DUTTON SE	024				
	3033	DENT RIDGE	"				
	3253	SEVENMILE HILL	"				
	3047	DUTTON	"				
	3010	CLEVELAND	"				
19-M-28	NV-2267	RED RIDGE	024				
	2361	TERRILL MOUNTAINS	"				
19-M-36	OK-1277	LEEDEY SW	024				
	1276	LEEDEY	"				
19-M-37	OR-2131	PUTNAM VALLEY	024				
	1885	DIXONVILLE	"				
	2012	LANE MOUNTAIN	"				
	1886	DODSON BUTTE	"				

1 Claims to:

Product Distribution Policy Office
U.S. Geological Survey
National Mapping Division, MS 508
12201 Sunrise Valley Drive
Reston, Virginia 22092

Signature Librarian authorized to make claim: _____

Clearly print or type address and information on mailing label

(Lib# _____) (SL# _____)

Name: _____

Street Address: _____

City & State _____ Zip _____

II Guidelines

Guidelines For The Depository Library System

(Revised 1987)

WITH

Minimum Standards for the Depository Library System

(1976)

**Depository Library Council
To The Public Printer**



**Inspection Team
Library Programs Service
U.S. Government Printing Office
Washington, D.C. 20401**

1988



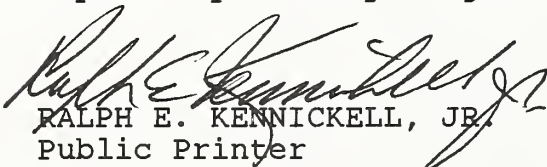
United States Government Printing Office
Washington, D.C. 20401

OFFICE OF THE PUBLIC PRINTER

FOREWORD

The Guidelines for the Depository Library System together with the Minimum Standards for the Depository System form the framework of the Depository Library System as developed by representatives of the depository library community and endorsed by the Public Printer. The Guidelines and Minimum Standards set forth program and performance goals for Federal Depository Libraries and for the Government Printing Office. Over the years, the Guidelines and Minimum Standards have served as a basis for the continuing development of the Federal Depository Library System.

The establishment of the Guidelines and Minimum Standards represents a remarkable cooperative effort between the Government Printing Office, the Public Printer's Depository Library Council and the Depository Library community as a whole. A Committee on Standards was created by the Depository Library Council in 1974 to develop standards for the Depository Library System. Drafts of the standards were disseminated to the larger community of documents librarians for comments. The thoughtful responses of hundreds of practicing documents librarians were then merged to produce a final document. The Guidelines and Minimum Standards exemplify the participatory process at its finest, helping to ensure that the publications of the U.S. Government are readily accessible to all citizens of the nation through the Federal Depository Library Program.


RALPH E. KENNICKELL, JR.
Public Printer



GUIDELINES FOR THE DEPOSITORY LIBRARY SYSTEM

as adopted by Depository Library Council

1. OBJECTIVES OF THE DEPOSITORY LIBRARY SYSTEM.

- 1-1 The purpose of depository libraries is to make U.S. Government publications easily accessible to the general public and to insure their continued availability in the future.
- 1-2 The purpose shall be achieved by a system of cooperation wherein depository libraries will receive free Federal public documents in return for making them accessible to the general public in their areas.
- 1-3 The guidelines are to be considered a recommended level of conduct by all depositories unless otherwise specified by statute or regulations thereunder.

2. SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE.

- 2-1 Obtain new Federal publications and forward free of expense to depository libraries without delay in accordance with Chapter 19, Title 44 U.S.C.
 - 2-2 Provide all issues of series in the List of Classes of United States Government Publications Available for Selection by Depository Libraries, including those issues not printed at the Government Printing Office.
 - 2-3 Actively gather and distribute in paper or microformat all Federal publications of public interest or educational value not printed at the Government Printing Office which are within the scope of 44 U.S.C. 1902.
 - 2-4 Provide samples and/or annotations for new titles offered to depositories, and return cards for selection purposes.
 - 2-5 Subdivide item numbers as necessary to insure that libraries need receive only wanted documents.
 - 2-6 Supply shipping lists containing item numbers, titles of documents, classification numbers, information on classification changes, corrections to previous lists, and price information (if available) for sales publications.
-

- 2-7 Supply forms for claiming items selected but missing from the shipment, damaged or incomplete.
 - 2-8 Offer choice of format: paper, microform or other; however, the Government Printing Office, in consultation with depository libraries, should have the option of providing only one format when the nature of the material warrants it.
 - 2-9 Provide a timely and comprehensive system of catalogs, bibliographies and indexes to Federal publications.
 - 2-10 Provide a standard classification system for Federal documents and related aids such as lists of subject headings.
 - 2-11 Provide assistance to libraries on problems of using the Sudocs system of classification.
 - 2-12 Cooperate with the National Archives that the Archives may acquire and preserve a comprehensive collection of Federal publications.
 - 2-13 Issue instructions for the selection, claiming, retention, and withdrawal of depository documents and other activities related to depository libraries.
 - 2-14 Allocate funds for the evaluation of depository libraries through questionnaires, surveys, and inspections at intervals considered necessary by the Superintendent of Documents, to insure compliance with the depository law.
 - 2-15 After advance notice to the library concerned, investigate conditions in depository libraries by personal visits.
 - 2-16 Provide written notice to a library about unsatisfactory conditions, and if not corrected within six months, consider deletion of the library from the list of depositories.
 - 2-17 Announce new policies and changes on a regular basis to all depositories.
 - 2-18 Cooperate with publication projects which contribute to use of Federal documents.
 - 2-19 Consult at regular intervals with the Depository Library Council to the Public Printer on matters related to depository libraries, including the development of standards and bibliographic aids, changes in the Sudocs classification system and the selection of materials for micropublication.
-

- 2-20 Collect, compile, analyze and publish pertinent statistics on a regular basis.
- 2-21 Provide sufficient copies to fill claims for publications missing from depository shipments.

3. DESIGNATION OF NEW DEPOSITORY LIBRARIES.

- 3-1 There may be up to two depositories in each Congressional district to be designated by Representatives, not more than two others within the state designated by Senators, and other depository libraries specifically provided for in Chapter 19, Title 44 U.S.C.
 - 3-2 The library shall be open to the general public for the free use of depository publications, as provided in Chapter 19, Title 44 U.S.C.
 - 3-3 The library shall have the interest, resources and ability to provide custody of the documents and public service.
 - 3-4 The library should possess at least 15,000 titles other than government publications.
 - 3-5 The library should be prepared to keep its documents collections open the same hours as other major parts of the library, when the library is open for full range of services.
 - 3-6 When a new vacancy occurs through redistricting or by the resignation or deletion of an existing depository, this fact should be made known by the Superintendent of Documents to the state library authority, the regional depository, if any, and the state professional associations.
 - 3-7 Eligible libraries shall apply to the state library authority for evaluation and recommendation, with notice of the application to the regional depository, if any. The library should be prepared to offer statistics on the size and character of its collection, population served, budget, and if an academic library, the size of the student body, and need for research materials.
 - 3-8 The evaluation should relate to community interests and indicate staff, space and budget to be allocated to the collection and the number, scope and character of the items to be selected. The state library authority after consulting with other libraries, the regional depository, if any, and representatives from the professional associations, will make a recommendation to the Senator or Representative based on location in relation to other depositories, the need for an additional depository and the ability of the library to provide custody and service.
-

- 3-9 Libraries of independent agencies and additional libraries in executive departments may be designated depositories upon certification of need according to the provisions of 44 U.S.C. 1907.

4. DEPOSITORY COLLECTIONS.

- 4-1 Each depository library should maintain a basic collection available for immediate use consisting of all titles in Appendix A (attached).
- 4-2 Each library should acquire and maintain the basic catalogs, guides and indexes, retrospective and current, considered essential to the reference use of the collection. This should include selected non-governmental reference tools.
- 4-3 Each depository should select frequently used and potentially useful materials appropriate to the objectives of the library.
- 4-4 Each depository should select materials responsive to the needs of the users in the Congressional district it serves.
- 4-5 Depository libraries, either solely or in conjunction with neighboring depositories, should make demonstrable efforts to identify and meet the Government information needs of the local area.
- 4-6 Depository libraries should coordinate selections with other depositories in the district to insure adequate coverage within the area.

5. ORGANIZATION OF THE DEPOSITORY COLLECTION.

- 5-1 The library should check all daily shipping lists to insure that items selected are received, and if not, promptly claimed.
- 5-2 Each publication in the shipment should be marked to distinguish it from publications received from other sources. Each publication should be marked with the date of the shipping list or the date of receipt.
- 5-3 The library should record its depository accessions.
- 5-4 The minimum record for a depository library should show the library's holdings and the call numbers or locations where they may be found.
- 5-5 A method of classification should be adopted for precise identification and location of materials requested by library users.
- 5-6 The method of classification adopted shall be optional with the library; however, it is suggested that libraries which integrate their documents should maintain a shelf list by Sudocs number showing disposition of the publication.
-

- 5-7 Whenever possible documents should be available for public use within 10 days after receipt; they should be retrievable even if cataloging information is not yet available.
- 5-8 The library should maintain statistics of the collection needed for the Biennial Survey.
- 5-9 The library will retain one set of item cards, both items selected and not selected.

6. MAINTENANCE OF THE DEPOSITORY COLLECTION.

- 6-1 Collections should be maintained in as good physical condition as other library materials, including binding when desirable.
- 6-2 Lost materials should be replaced if possible.
- 6-3 Unneeded publications should be made available to other libraries in accordance with Chapter 19, Title 44 U.S.C.
- 6-4 Libraries served by a regional depository may withdraw publications retained for a period of at least five years after securing permission from the regional library for disposal in accordance with the provisions of 44 U.S.C. 1912.
- 6-5 Depository libraries within executive departments and independent agencies may dispose of unwanted Government publications after first offering them to the Library of Congress and the Archivist of the United States, in accordance with the provisions of 44 U.S.C. 1907.
- 6-6 The provisions of 44 U.S.C. 1911, disposal of unwanted publications, do not apply to libraries of the highest appellate courts of the states (see 44 U.S.C. 1915).
- 6-7 Superseded material should be withdrawn according to Instructions to Depository Libraries (latest edition).
- 6-8 Depository publications should be protected from unlawful removal as are other parts of the library's collections.

7. STAFFING.

- 7-1 One person should be designated by the library to coordinate activities and to act as liaison with the Superintendent of Documents in all matters relating to depository libraries.
-

- 7-2 This person should be responsible for
- a) selection, receipt and claiming of depository distributions
 - b) replies to correspondence and surveys from the Superintendent of Documents
 - c) interpreting the depository program to the administrative level of the library
 - d) performance and/or supervision of stated aspects of service, or in an integrated collection, a knowledge of persons to whom responsibilities are delegated, such as:
 - (1) organization for use
 - (2) maintenance of records of the collection
 - (3) physical maintenance of the collection
 - (4) establishment of withdrawal procedures
 - (5) maintenance of reader services
 - (6) promotion of use of collection
 - (7) preparation of budgets
 - (8) submission of reports.
- 7-3 The liaison person should be a professionally qualified librarian.
- 7-4 The liaison person should be directly responsible to the administrative level of the library.
- 7-5 Additional professional staff should be added depending on the size and scope of the library and the methods of organization of the collection.
- 7-6 Professional staff should be assisted by support staff. A suggested proportion is 1 professional to 3 support staff.
- 7-7 Librarians and such support staff as indicated by their responsibilities should keep up to date on new developments through participation in professional societies, attendance at document workshops, and professional reading.

8. SPACE STANDARDS.

- 8-1 Space for depository operations should be of the same quality as other areas of the library. It should be attractive, comfortable and have acceptable levels of lighting, temperature, ventilation and noise control. It should be functional, flexible and expandable.
- 8-2 The space should contain well planned areas for services provided, reference, circulation, loan and other public service activities as well as adequate space for the processing of new materials and housing of the collection.
- 8-3 It should include private work areas for staff members and the administrator.
-

- 8-4 All parts of the collection should be readily accessible, preferably open shelf, but in all circumstances, should be located so that materials may be retrieved in a reasonable period of time.
- 8-5 If documents are maintained in a separate division of the library, the space provided should be conveniently located to encourage use of the materials.
- 8-6 The library should abide by the recommended standards for access by handicapped users.
- 8-7 Tables and/or carrels should be provided for in-library use of documents.
- 8-8 Microform readers and reader/printers for the principal types of microforms should be provided.
- 8-9 Microform storage should be located convenient to the documents area.

9. SERVICE TO THE GENERAL PUBLIC.

- 9-1 Libraries shall make depository publications available for the free use of the general public. Highest appellate court libraries of the states are exempt from the provisions of 44 U.S.C. 1911 (see 44 U.S.C. 1915).
 - 9-2 In each depository library, there should be recognized focal points for inquiries about government publications. At this point it should be possible to find:
 - a) resources in the collection, including specific titles
 - b) location of wanted publications in the library
 - c) answers to reference questions or a referral to a source or place where answers can be found
 - d) guidance on the use of the collection, including the principal available reference sources, catalogs, abstracts, indexes and other aids
 - e) availability of additional resources in the region
 - f) assistance in borrowing documents from a regional or other libraries
 - g) user privileges for other libraries, educational agencies, culturally deprived, disadvantaged, handicapped, retired users and the community at large.
 - 9-3 The library should have the option of establishing its own circulation policies for use of depository materials outside the library.
 - 9-4 The library should provide facilities for using materials within the library, including copying facilities and equipment for reading microforms.
 - 9-5 The library should publicize the depository collection through displays and announcements of significant new titles.
-

- 9-6 The library should provide to all users reference assistance with regard to depository publications.

10. COOPERATION WITH THE GOVERNMENT PRINTING OFFICE.

- 10-1 Depository library staff should familiarize themselves with the depository instructions and abide by their conditions.
- 10-2 Claims should be submitted within stated time limits.
- 10-3 Depository library staff should use correct address when corresponding with the Government Printing Office.
- 10-4 Questionnaires and surveys submitted by the Superintendent of Documents to depository libraries should be completed and returned promptly.

11. INTERLIBRARY COOPERATION.

- 11-1 All depository libraries should be considered as part of a network of libraries consisting of selective, regional, and national.
- 11-2 Selective depositories should cooperate in building up the collections of the regional depositories.
- 11-3 Selective depositories should cooperate with the regional depositories in the redistribution of documents not needed in their own organizations.
- 11-4 All depository libraries should cooperate in reporting to the Superintendent of Documents new Federal documents not listed in the Monthly Catalog.
- 11-5 All depository libraries should cooperate in the development of tools for the identification and location of documents in other libraries.
- 11-6 Depository libraries borrowing documents from other libraries should verify bibliographic information as completely as possible.
- 11-7 All depository libraries should provide material on interlibrary loan at least for the regional depository.
- 11-8 All depository libraries should have a policy of providing photocopies of depository materials to other libraries no less liberal than for other library materials.
-

12. REGIONAL DEPOSITORIES.

12-1 Eligibility to become a regional depository library:

- a) There may not be more than two regional depositories in one state. A regional library may serve two or more states, or regional status may be shared by more than one library.
- b) A regional library must be an existing depository.
- c) A regional depository should be conveniently located to serve the largest number of libraries possible.
- d) The library selected for regional status should have an adequate retrospective collection, space, personnel and a continuing basis of financial support sufficient to fulfill the obligations of a regional depository.
- e) The selection of a regional depository should be agreed upon by the state library authority and a majority of depository libraries within the region.
- f) Designation of the regional must be made by one of the U.S. Senators of the state.

12-2 Responsibilities of regional libraries include:

- a) receiving and maintaining permanently all depository publications in either printed or microform as provided in the depository instructions
- b) attempting to complete their retrospective collections of major serials, annuals and other research materials by means of gift, exchange or purchase, including microforms
- c) screening all lists of documents withdrawn from selective depositories to insure their future availability in the region
- d) acquiring additional copies where necessary
- e) assisting selective depositories with reference questions, interlibrary loans and photocopies
- f) granting permission to selective depositories to dispose of unwanted documents according to the Instructions to Depository Libraries (latest edition)
- g) providing guidelines to selective depositories for preparing disposal lists of unwanted documents
- h) contributing to the effectiveness of the depository network through workshops, training sessions and consultive services within their region.

12-3 The regional depository may authorize the transfer of depository material within the state between depositories to insure maximum use. Transfer of material is not to be regarded as disposal.

12-4 The initial receiving depository library remains responsible and accountable for the documents during the period required by law.

MINIMUM STANDARDS FOR THE DEPOSITORY LIBRARY SYSTEM

as adopted by Depository Library Council

October 22, 1976

1. The Superintendent of Documents will be responsible for distribution of documents to depository libraries in accordance with the provisions of Title 44 of the United States Code.
 2. The Superintendent of Documents will provide a comprehensive system of catalogs, bibliographies and indexes to U.S. Government publications.
 3. There should be at least one depository accessible to the public in each Congressional district. The designated library shall have the interest, resources and ability to provide custody of the documents and public service. The library must contain at least 10,000 books other than government publications.
 4. Each depository shall select and maintain a collection responsive to the needs of the users in the geographic area it serves and promote their use by the general public.
 5. The collection in a depository library shall be organized to insure quick and easy access by library users. The library will promptly open shipments and claim publications selected but not received.
 6. The collection shall be maintained in as good physical condition as the other collections in the library.
 7. Each depository library will assign sufficient staff to select, organize and provide reference service to the collection.
 8. Each depository will provide sufficient space of a quality which conforms to ALA standards for the type of library.
 9. The depository will be open to the public for free use of depository publications.
 10. Each depository library will cooperate with the instructions issued by the Superintendent of Documents, respond promptly to the Biennial Survey and to other communications from the Public Documents Office.
 11. All depository libraries shall be considered part of a national system to make Government documents available.
 12. All selective depositories should be served by a regional depository. The regional depository libraries will retain at least one copy of all Government publications either in printed or microfacsimile form (except those authorized to be discarded by the Superintendent of Documents) and within the region served will provide interlibrary loan, reference service, and assistance for depository libraries in the disposal of unwanted Government publications.
-

Appendix A

BASIC COLLECTION

Budget of the United States Government

PrEx 2.8: Item No. 0853

Catalog of Federal Domestic Assistance

PrEx 2.20: Item No. 0853-A-01

Census Catalog and Guide

C 3.163/3: Item No. 0138

Census of Population and Housing (for state of Depository only)

C 3.223/-: Item No. 015-

Code of Federal Regulations

AE 2.106/3: Item No. 0572 or 0572-C

Congressional Directory

Y 4.P 93/1: Item No. 0992

Congressional District Data Book

Now PHC-80-4 of Census of Population and Housing

Congressional Record

X: Item No. 0993

County and City Data Book

C 3.134/2: C82/2/date Item No. 0151

Federal Register

AE 2.106: Item No. 0573-C or 0573-D

Historical Statistics of the United States

C 3.134/2: H62/970 Item No. 0151

Monthly Catalog of United States Government Publications

GP 3.8: Item No. 0557-A or 0557-B

Publications Reference File

GP 3.22/3: Item No. 0552-B

Slip Laws (Public)

AE 2.110: Item No. 0575

Statistical Abstract of the United States

C 3.134: Item No. 0150

Statutes at Large

AE 2.111:

Item No. 0576

Subject Bibliographies

GP 3.22/2:

Item No. 0552-A

United States Code

Y 1.2/5:

Item No. 0991

United States Government Manual

AE 2.108/2:

Item No. 0577

United States Reports

Ju 6.8:

Item No. 0741

Weekly Compilation of Presidential Documents

AE 2.109:

Item No. 0577-A

(Depository Library No.) _____

Federal Depository Library Manual

Depository Library Systems Committee

of

**Depository Library Council
to the Public Printer**

Superintendent of Documents
Library Programs Service
U.S. Government Printing Office
Washington, D.C. 20401

1985

Federal Depository Library Manual

Acknowledgements

Any project of this size could not have been completed without hard work from many people. The list below gives credit to those who have worked to make this manual a reality.

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Federal Depository Library Manual

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Maps	Section 7
Microfiche	Section 8
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Public Awareness	Section 10
Selective Housing of Documents	Section 11
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Federal Depository Library Manual

Introduction

The depository library system was established in 1895 to provide the general public with the means of examining annual reports, statistics, research studies and other materials produced by federal agencies. As the federal government has grown and developed, so has the depository library system.

Over 1,390 libraries in the United States are now part of this system. Of these, 51 are regional depository libraries which receive all publications available for distribution through the U.S. Government Printing Office. The remaining libraries in the system choose only those categories of documents which will best develop their collections and serve their public.

When a library is designated a federal depository, it becomes part of a national network. This network helps United States citizens understand their government and its activities by making available publications issued by various government agencies. Sharing information and publications among depository libraries strengthens the network and increases access to government publications. No library or librarian is expected to have all the answers to questions about the federal government. Cooperation with other depository libraries in your area, state and region will also help to insure the best possible service for the patrons of your library.

The primary purpose of this manual is to provide guidance and help to new depository libraries and/or new documents staff unfamiliar with the federal depository program. The Depository Library Council to the

Public Printer and the Library Programs Service of the U.S. Government Printing Office have assembled this manual in response to hundreds of requests and questions about government publications and how to handle them.

This manual has been developed by practicing documents librarians and specialists and is based on their experience in the field. While the methods suggested in the manual have been tested and work well in many libraries, they are in **NO WAY** intended to be required methods of procedure. Each depository library should set up and follow procedures and routines based on individual needs, requirements and realities. It is hoped that this manual will speak to some of the common problems faced by each depository library and offer, through shared experience, the means for developing workable solutions to these problems. The ultimate goal is not simply increased efficiency at the local level and better service to the public but the continued success of the Depository Library Program.

This edition of the manual is meant to be a beginning. It is not set in concrete but should be revised, amended and improved as librarians use it and identify additions, or changes. Please feel free to direct your suggestions and comments to:

Library Programs Service
U.S. Government Printing Office
Washington, D.C. 20401

Federal Depository Library Manual

Section 1

Library Programs Service

Library Programs Service (LPS) is one of the two major organizations under the direction of the Assistant Public Printer (Superintendent of Documents). (See Exhibit I) Its mission is statutorily based on Title 44 of the *United States Code*, Chapters 17 and 19, which describe the Cataloging and Indexing Program, the International Exchange Program, and the Depository Library Program respectively.

The Cataloging and Indexing Program (44 USC Section 1710 and 1711) provides for bibliographic control of government documents.

The International Exchange Program (44 USC Section 1719) allows for the official exchange of public documents between the United States and foreign governments.

The Depository Library Program (44 USC Chapter 19) provides for the establishment and maintenance of depository libraries and the distribution of government documents to those libraries for use by the public.

Administration of the three above mentioned programs involves tasks in five major functional areas: acquisitions; classification; cataloging; inspections; and distribution. These functional areas are reflected in the organizational structure of LPS.

LPS Organizational Structure and Areas of Responsibility

LPS is comprised of three major organizational components: the Office of the Director, the Library Division, and the Depository Distribution Division. (See Exhibit III.)

tendent of Documents on program-related matters.

Office of the Director

The Director manages LPS, and serves as the principal advisor to the Superin-

Library Division

The Library Division consists of three further organizational subdivisions: the Office of the Chief, the Cataloging Branch, and the Depository Administration Branch.

Office of the Chief

The Chief, Library Division is responsible for oversight of the Cataloging Branch, the Depository Administration Branch, the Inspection Team, and the Information Technology Program. Within the Office of the Chief are two distinct organizations, the Inspection Staff and the Information Technology Program.

Inspection Team

The primary responsibility of the Inspection Team is to monitor the condition of depository libraries. This is accomplished through periodic inspection visits and a Biennial Survey of the depositories. In addition, the Inspection Team's range of responsibilities includes areas that relate to the functioning of the Depository Library System, such as the designation and termination of depositories, the conduct of workshops, Regional liaison, and publishing the *Instructions to Depository Libraries* and the *Federal Depository Library Manual*.

Information Technology Program

The Information Technology Program was established to coordinate the distribution of electronic formats through the Depository Library Program, as well as to implement specific applications of new technology within LPS itself.

Cataloging Branch

Staff of the Cataloging Branch serve as the national authority for cataloging and bibliographic control of U.S. Government publications. They catalog all government

publications received at GPO, according to the Anglo-American Cataloging Rules (AACR II) and administer the automated data base of the cataloging records. They also direct production and printing of the *Monthly Catalog of United States Government Publications* as well as production of the machine-readable GPO cataloging data on tape, which is available from both GPO and the Library of Congress.

Depository Administration Branch

The Depository Administration Branch responsibilities include acquisition and classification of government documents, procurement of depository library microfiche, shipping list preparation, and maintenance of both the item number scheme and library selection profiles.

Branch staff handle the acquisition of any "fugitive" government documents; assign SuDocs class numbers to individual publications; determine the format of publications distributed to depository libraries (i.e. paper or microfiche); quality-inspect all LPS procured microfiche; assign item numbers; prepare shipping lists, surveys and selection updates; and maintain the Depository Distribution and Information System (DDIS). They also compile and publish the *List of Classes, Inactive or Discontinued Items From the 1950 Revision of the Classified List, A Practical Guide to Superintendent of Documents Classification System*, and the *Union List of Item Selections*, and are responsible for the production of the *Congressional Microfiche Bill Finding Aid*. In addition, they respond to numerous inquiries from depository libraries on all issues under their purview.

Depository Distribution Division

The Depository Distribution Division performs all functions relating to the receipt at GPO, and the mailing to depository libraries, of U.S. Government publications.

Office of the Chief

The Chief of the Depository Distribution Division performs all the supervisory functions relating to receipt, storage, allotment, and preparation for shipment of publications distributed to depository libraries. These activities include directing the necessary record keeping, planning, coordination with other offices of GPO, and monitoring mailing and other contracts.

Depository Processing Branch

This branch prepares and distributes government publications, shipping lists,

and other information (new titles or series of titles, etc.) to depository libraries. It also collates publications or series of publications, and coordinates contractor mailings of separate titles to depository libraries.

Depository Mailing Branch

The Depository Mailing Branch performs all tasks relating to distribution of publications to depository libraries, including packaging, wrapping, metering and mailing. They also maintain a supply of shipping labels for depository libraries and prepare address labels for items mailed in separate shipments. The Depository Mailing Branch also operates the "lighted bin system" which automatically allocates depository publications only to selecting libraries. Finally, the Depository Mailing Branch fulfills both hardcopy document and microfiche claims.

How and When to Contact the Library Programs Service

Depository libraries are required to submit their inquiries on a *Depository Library Inquiry Form*, GPO Form 3794 (see Exhibit E of the *Instructions to Depository Libraries*). The *Depository Library Inquiry Form* greatly facilitates LPS' ability to respond rapidly to the majority of questions submitted from the depository libraries. Additional copies of the *Depository Library Inquiry Form* can be obtained by writing to:

U.S. Government Printing Office
Library Programs Service (SLLA)
Washington, DC 20401

For libraries with urgent or complicated questions not suitable for the *Depository Library Inquiry Form*, the following guidance is provided:

1. There are certain questions or services (i.e. getting copies of missing shipping lists, etc.) that are best handled at the local or Regional level. If these services are available locally, depository libraries should use them, instead of contacting LPS.
2. When writing to the Library Programs Service you should always include your depository library number, your business phone number and what times you can be reached by phone. Please address your letters to the specific area within LPS that deals with your particular concern.

For questions regarding **Library Programs Service** policy, write to:

U.S. Government Printing Office
Director
Library Programs Service (SL)
Washington, DC 20401

or call: (202) 275-1114

For questions regarding **depository designations** or operations, the *Instructions to Depository Libraries*, *Inspections*, *Biennial Survey*, depository and/or Regional depository responsibilities, write to:

U.S. Government Printing Office
Chief, Inspection Team
Library Programs Service (SLL)
Washington, DC 20401

or call: (202) 275-1119

For questions concerning:

Automatic/direct mail—(202) 275-0877
Survey/selection update—(202) 275-1153

Microfiche—(202) 275-1061, or write to:

U.S. Government Printing Office
Chief, Depository Administration Branch
Library Programs Service (SLLA)
Washington, DC 20401

or call: (202) 275-1071

For questions concerning the *Monthly Catalog*, GPO cataloging:

U.S. Government Printing Office
Chief, Cataloging Branch
Library Programs Service (SLLC)
Washington, DC 20401

or call: (202) 275-1121

For questions concerning **Classification-Classification Hotline** write to:

U.S. Government Printing Office
Chief, Depository Administration Branch
Library Programs Service (SLLA)
Washington, DC 20401

or call: (202) 275-1131—The classification hotline is to be used for current problems (e.g., no more than two months old).

For **claims**: The library must follow the claiming procedure found in Chapter 9 of the *Instructions to Depository Libraries*.

If the library does not receive a claim response within four weeks, then the librarian can inquire about the claim by submitting the *Depository Library Inquiry Form*. (Do not submit a second claim.)

For **unusual paper claim problems**, write to:

U.S. Government Printing Office
Chief, Depository Mailing Branch
Library Programs Service (SLDM)
Washington, DC 20401

or call: (202) 275-1024

Problems with **missing or delayed shipments**, write to:

U.S. Government Printing Office
Chief, Depository Processing Branch
Library Programs Service (SLDP)
Washington, DC 20401

or call: (202) 275-1007

Chronic distribution problems can be directed to:

U.S. Government Printing Office
Chief, Depository Distribution Division
Library Programs Service (SLD)
Washington, DC 20401

Responsibilities

Automatic mail—Chief, Depository Administration Branch
Biennial Survey—Chief, Inspection Team
Cataloging, GPO—Chief, Cataloging Branch
Certificates—Chief, Inspection Team
Claims, inquiries—4 weeks after submitting original claim, send
 Depository Library Inquiry Form to Chief, Depository Mailing
 Branch (SLDM)
Claims, Microfiche—Chief, Depository Mailing Branch
Claims, Paper, unusual—Chief, Depository Mailing Branch (SLDM)
Classification Hotline—(202) 275-1131
Depository Designations—Chief, Inspection Team
Depository Libraries, responsibilities—Chief, Inspection Team
Direct mail, problems—Chief, Depository Administration Branch
Distribution problems, chronic—Chief, Depository Distribution
 Division
Federal Depository Library Manual—Chief, Inspection Team
Inspections, Depository Libraries—Chief, Inspection Team
Mail, Automatic and/or Direct—Chief, Depository Administration
 Branch
Microfiche—Chief, Depository Administration Branch
Monthly Catalog—Chief, Cataloging Branch
Questions, unique, not urgent—send *GPO Depository Library Inquiry*
 Form 3794 to Library Programs Service (SLLA)
Regional Depository Libraries, responsibilities—Chief, Inspection
 Team
Selections, updates—Chief, Depository Administration Branch
Slide/Tape Presentation—Chief, Inspection Team
Surveys—Chief, Depository Administration Branch
Termination of Depository Status—Chief, Inspection Team
Workshops—Chief, Inspection Team

Library Programs Service appreciates your cooperation. By following these procedures, you can help expedite handling of your inquiries and aid GPO in promptly responding to your inquiries.

UNITED STATES GOVERNMENT PRINTING OFFICE

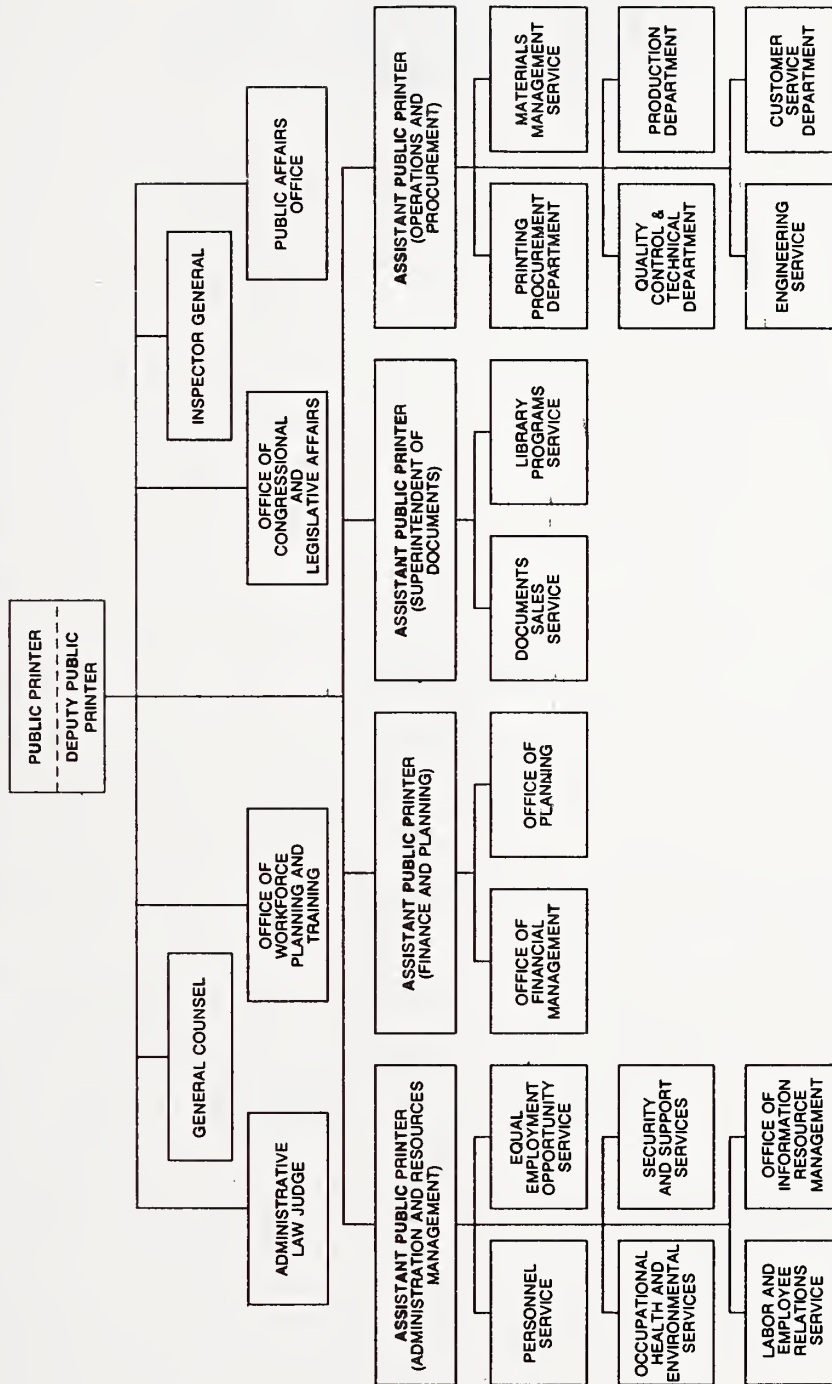


Exhibit 1

**ASSISTANT PUBLIC PRINTER
SUPERINTENDENT OF DOCUMENTS
ORGANIZATION CHART**

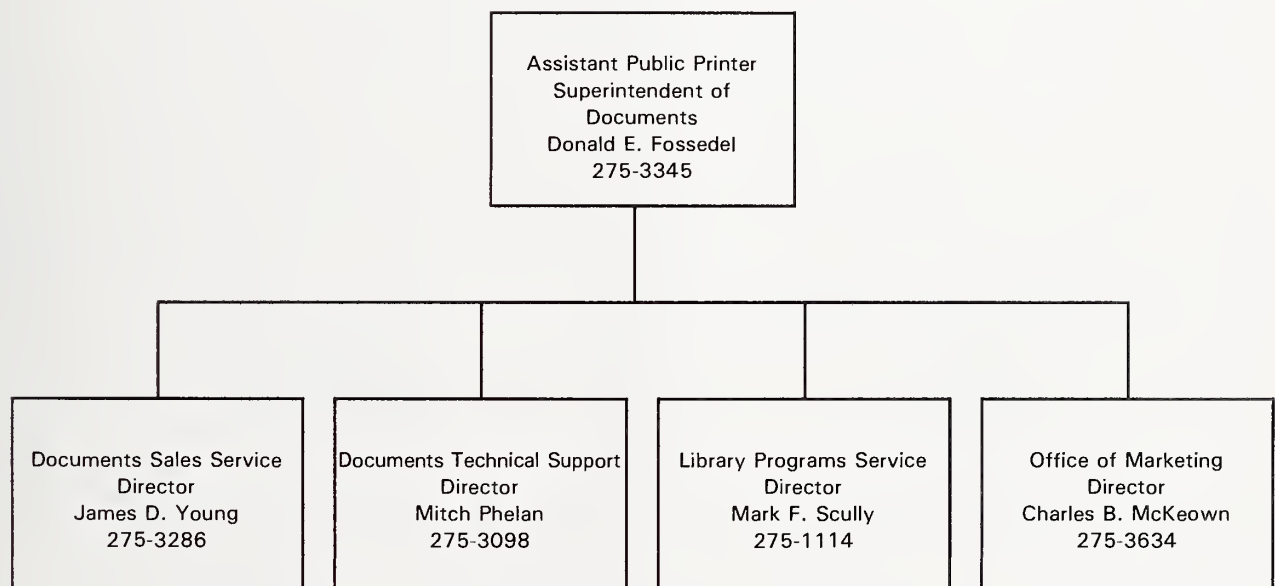


Exhibit II

**LIBRARY PROGRAMS SERVICES
ORGANIZATION CHART**

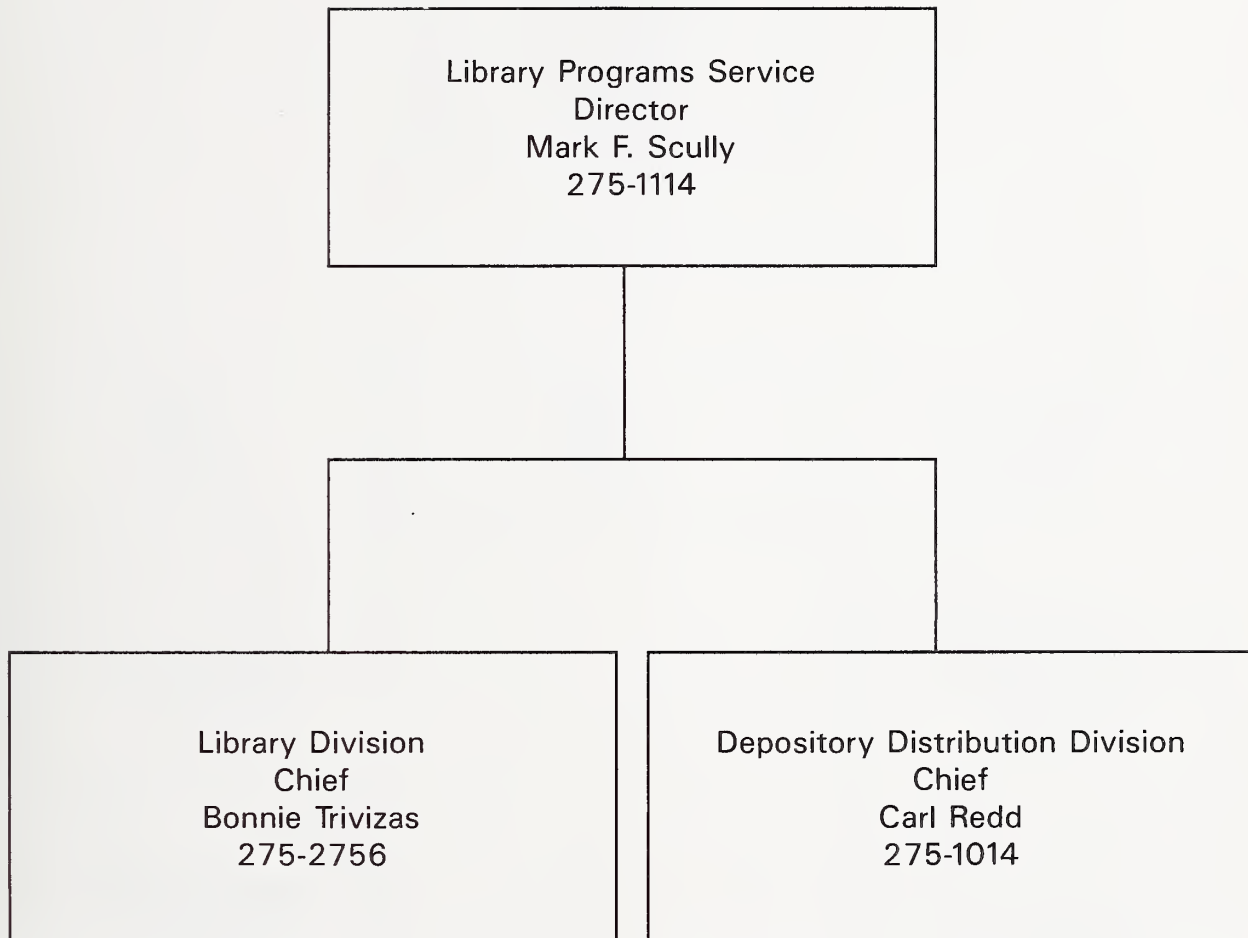


Exhibit III

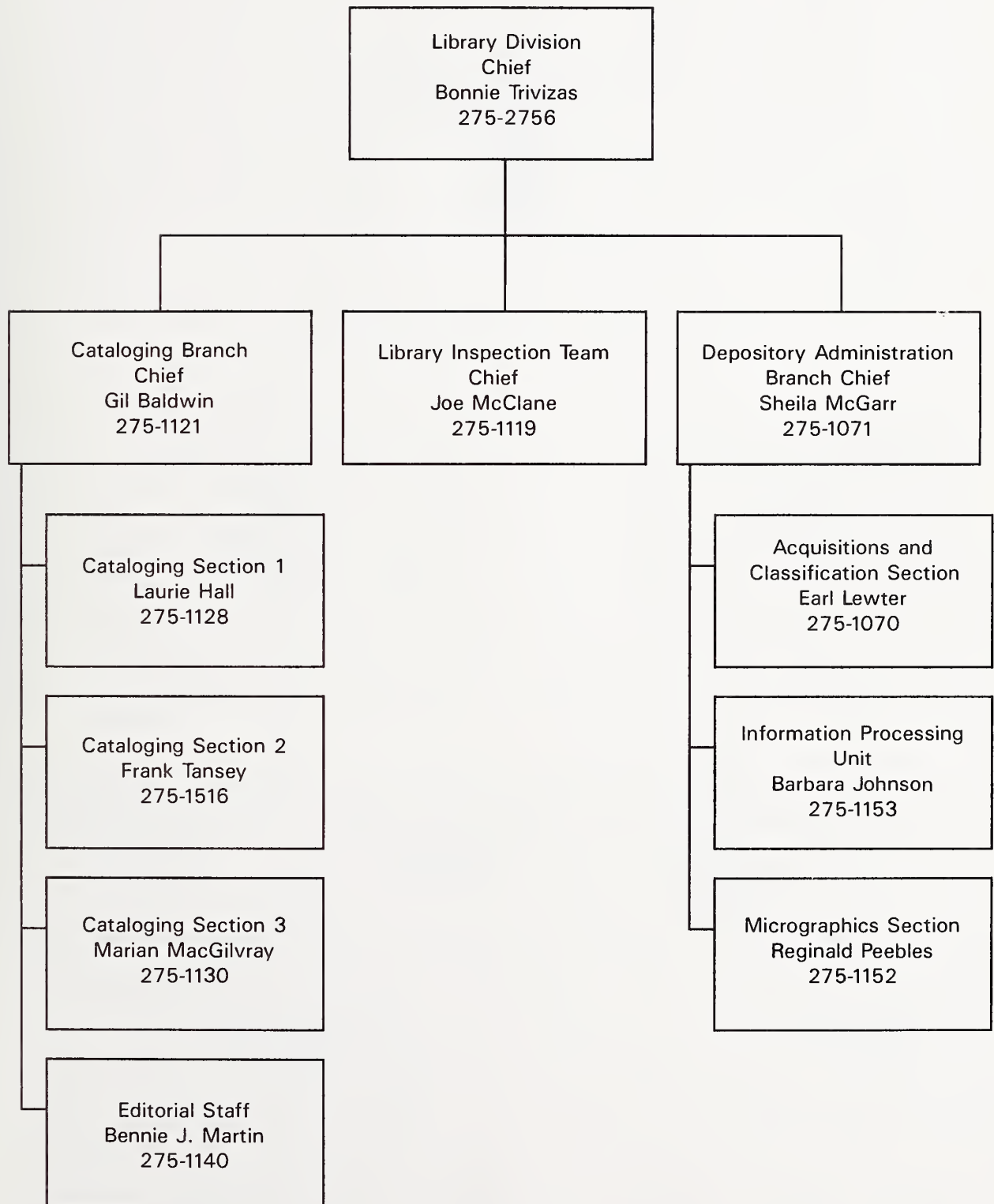
**LIBRARY DIVISION
ORGANIZATION CHART**

Exhibit IV

DEPOSITORY DISTRIBUTION DIVISION ORGANIZATION CHART

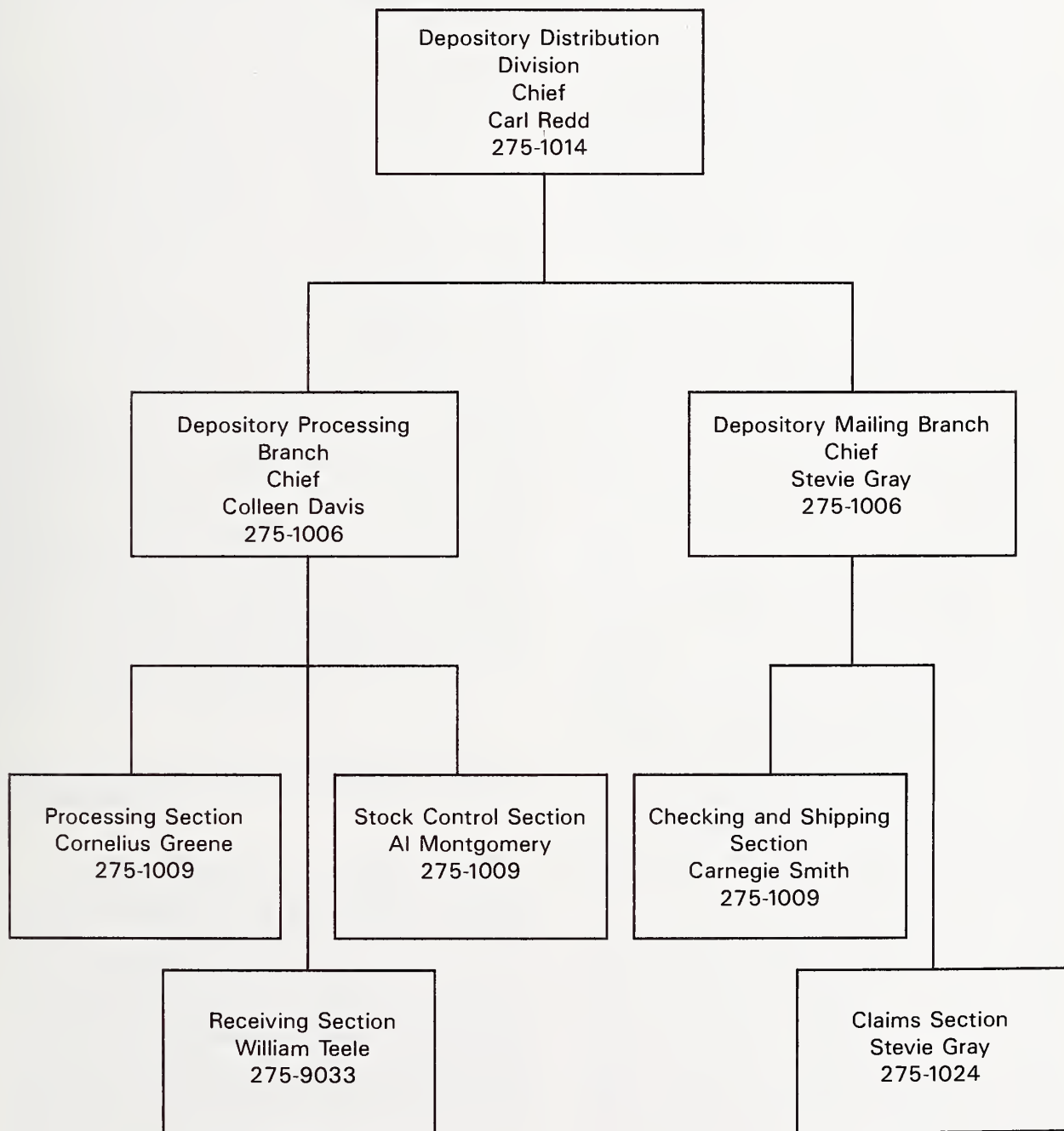


Exhibit V

Collection Development Policy

Although this topic no doubt puts you in mind of a library school exercise, those who have been through the process of preparing and putting into documentary form a collection development policy for their library have found both the process and the results beneficial. It is recommended that each depository library develop a written statement of collection policy. Selective depository libraries or newly designated depositories making initial selections of depository items have much to gain from the actual statement of guidelines and policies. For established depository collections, a written policy may codify and formalize an already working arrangement as well as becoming a vehicle for a critical review of practice.

Purposes for Developing a Policy Statement

Before writing a collection development policy, you must think through what is collected, what should be collected, in what depth, and why. Patron questions about the receipt or non-receipt of publications from a particular agency can be answered more easily with a clear, well thought-out, written policy.

A written collection development policy also provides guidance for the continued selection of publications for

the collection. The selection process no longer needs to be a "seat of the pants" operation but can be done within the framework of a previously worked-out guide. The result should be a more consistent and integrated group of materials arriving in the daily depository shipment boxes. A written policy also aids in assuring the continuity and in maintaining the balance of a collection. A new documents librarian, for example, can quickly grasp both the nature and scope of the depository collection as well as the reasons for selection decisions. When changes to the selection profile are necessary or desirable, these changes can be made against the background of an existing selection policy to maintain collection continuity. Policy changes, whether reflecting a new librarian's philosophy or an alteration in emphasis of the public served by the collection, should be a logical outgrowth of an earlier development policy rather than developing *de novo*.

The process of constructing a collection development policy also helps the library to develop new, and understand existing, priorities. Many areas of high and low emphasis are immediately evident; others are not so obvious and only become evident through such a process. It is clearly advantageous to have all such priorities available for examination and criticism.

Finally, all libraries collect materials within a context—the consideration of other resources available to users. A library's document collection, especially with the usual space and budget limitations, should be complementary to other libraries within the geographic area, as well as to that of its 'parent' library. An established, written collection development policy can enhance this complementary function by helping to pinpoint both unnecessary overlapping or existing gaps in coverage.

Guiding Principles

There are at least four basic, but often conflicting, principles which may be used as guides to preparing a documents collection development policy. Because the compromises developed to reconcile the conflicts are unique to each documents collection, the Government Printing Office cannot prescribe a policy for all depository libraries.

First and most obvious, a library, whether public or private, academic, corporate, or store-front, must serve the information needs of its users. The first question to be asked when selecting or rejecting an item is whether or not patrons will need or use the material. The word "will" is used here advisedly. There is an inevitable element of crystal ball gazing when predicting the future information needs of library patrons. Nevertheless, the evaluation of need and use is a starting point for any collection policy.

The purpose for which the depository library system was established is a second principle which make development of a government documents collection policy somewhat different from policy applying to the rest of a library's collection. The documents received by depository libraries are not gifts, but are distributed at government

expense so that the people may be informed of their government's activities.¹ Acceptance of depository status carries with it the responsibility to be a government information bank for a library's existing public as well as for potential users, i.e., all residents of a geographic area. This responsibility extends to special as well as general libraries, and the responsibility becomes particularly great when there are no other depository collections in close proximity. Recognition of this responsibility is indicated by the Government Printing Offices's establishment of a recommended "core" collection (see Appendix A of the *Guidelines for the Depository Library System*). Because this collection is recommended for all depository libraries, a library's proportionate holdings from that list are considered during the periodic inspection visits.

Third, an individual library's collection is only one part of a much larger information context. Each library needs to take the strengths and weaknesses of other nearby libraries into account when developing its policy. Obviously, to serve its users, the collection of a public library documents department close to a university library that has been a depository since 1895 will be quite different from that of one in an isolated small town. Cooperation and coordination can greatly increase the efficiency and effectiveness of the depository library program.

Internal factors of space and budget inevitably affect the extent of any documents collection. Whether you can afford to buy and have space to house a back run of *Agriculture Decisions*, for example, might influence your decision with regard to current

¹U.S. Congress, Joint Committee on Printing, 98th Congress, 2nd Session, *Government Depository Libraries* (Committee Print) 1984, p. 1.

selection of that title. It might be better simply to refer patrons to another library where they can find the whole run. Even if you are fortunate to obtain a back run for the cost of postage from a library discarding the set, there are other costs to be considered: staff time for requesting and processing the materials, the cost of shelf space and maintenance, and the cost of providing additional, expensive index access, for example.

Specific Factors to be Considered

In preparing a collection development policy statement, you will also need to address the following basic issues as well as others based upon your local situation.

The subject areas of interest to your library patrons are the first and most obvious places to start in establishing a collection development policy. A simple list of areas in which the library will collect is usually not sufficient. You will need to establish priorities among areas to be collected which will determine the depth of collecting in each area. There may be some areas where your library needs everything available, regardless of age, type, amount or format; some areas where your patrons have no interest; and probably a great many areas where you need some but not all materials available. These subject areas then should be ranked by the importance they have to the library users. This should be *written*, even though every one *knows* what the ranking is, for the reasons listed above.

In dealing with government demands, you will need to think in terms of agencies more often than subjects, since that is the way the *List of Classes* is organized and the way the item numbers (units of selection)

are established. The item cards will give you useful explanatory information, but if you are unsure of the kind of publishing an agency does, check the description of the agency in the *U.S. Government Manual*. From the description of the agency's mission, you can often determine its range of publication concerns.

With increasing frequency, you must choose not only whether or not to receive an item but also whether you want it in microfiche or paper copy. Little-used but voluminous material (such as the Congressional bills) make good microfiche selections since they save shelf space and are not inconvenient to use. It is usually best to provide paper copy for frequently consulted material, bibliographic tools and heavily used reference volumes. (The *Publications Reference File*, which is available *only* in fiche, however, is quite satisfactory in that form.) Format decisions may depend on other factors such as the need for reference assistance in using the material or the availability of reliable readers and reader-printers.

In recent years, vast amounts of government-produced information are also being made available through private publishers and commercial sources. In these cases, an additional question of whether to receive the publications through the depository system or by purchase must be addressed. Although the depository item has a distinct cost advantage, it may be that a commercial vendor can supply the material more quickly, in a more useful format, or with superior indexing, so that the balance might be tipped in favor of purchase. It is probably wise to remain as flexible as possible in this area since, almost weekly, there are announcements of government publications available com-

mercially, frequently in interesting new "packaging."

It is essential to address the question of accessibility in determining whether to add particular items to your collection. It does little good to have material on library shelves if library patrons cannot make use of them. Some government publications contain reasonably good internal finding tools; e.g., *Federal Register* and *Code of Federal Regulations*. Others, such as monographic works, lend themselves well to incorporation in a card catalog. Some, such as administrative decisions, generally have inferior internal indexing but can be made accessible through privately published indexes and looseleaf services. If there is no existing access point to a publication, or your library cannot afford the only one available, it would generally be a mistake to select the item.

Disposal of Government Publications

Few things have value forever; so, just as thought must be put into the process of what to acquire, thought must also be put into what to discard, and when to discard it. In library literature the process is referred to as "weeding;" and it is easy enough to find guidelines on how to do it. It is generally a matter of using the selection process factors in reverse (what you select most you discard least), with some consideration of the actual use of the material, in addition.

With government publications, there is another critical consideration: government publications received through the depository program are not the property of the receiving library. The government distributes the publications in an effort to inform the public but has not given them to the

libraries. By law, Congress is in a position to control the library's treatment of the publications. "The law requires that the publications received by depository libraries be retained permanently." Fortunately, that ruling is not quite as grim as it sounds for, having stated the imperative, the law goes on to allow exceptions: "Libraries served by a regional depository may withdraw from circulation publications retained for a period of at least 5 years after receiving permission from the regional library."² This means, in practice, that depositories need to work closely with their regionals in the process of discarding publications. Regionals usually compile discard lists from the depositories in their region at given intervals and circulate them so that a library may have an opportunity to fill gaps from another library's discards. If there are no takers, the regional usually will give permission to discard.

Also excepted from the imperative are publications which have been superseded. These may be discarded without permission upon receipt of a new edition or revision. "Superseded" here has a variety of meanings. If material received by a depository library is later replaced by commercially published material, it is superseded. When bound volumes of the *U.S. Statutes At Large*, for instance, are received, the individual slip laws are superseded. (For more examples, see Section 11 and also Appendix C, "List of Superseded Depository Documents" of the *Instructions to Depository Libraries*.)

In the past year, several articles and books based on research in collection development for federal depository libraries have been published, for example:

² *Ibid.*, p. 3.

Hernon, Peter, *Developing Collections of U.S. Government Publications*, Greenwich, Connecticut: JAI Press, Inc., 1982.

Morton, Bruce, "Toward a Comprehensive Collection Development Policy for Partial U.S. Depository Libraries," *Government Publications Review*, Vol. 7A, No. 1, 1980, p. 41-46.

Check the bibliography at the end of the manual for more suggestions in this area.

Three suggested core collections for small academic libraries, public libraries, and law libraries follow. **These core collections which are meant only as suggestions** are based on the best judgment of a group of experienced documents librarians. Each new depository librarian must make decisions based on his/her own needs.

Federal Depository Library Manual

Section 3

10-84

Suggested Core Collection: Small/Medium Public Library

This suggested list of titles for a government documents collection in a small to medium-sized public library was compiled by selecting well-used item numbers from the collection of the Spartanburg County Public Library, Spartanburg, South Carolina, and item numbers from the *List of Classes of United States Government Publications*.

The government documents collection in a public library should cover as broad a spectrum of government publications as possible in order to support the information needs of the whole community. There are several factors which should be considered when beginning the collection.

1. The type of community in which you are located and its information needs.
2. Your geographic location in the state and the region of the United States.
3. The proximity of other document depositories in the state and their size.
4. The presence of a regional depository in the state.
5. The location of state and federal government agencies in your area.
6. The strength of the interlibrary loan system in your state.
7. The size and strength of your library's main collection.
8. The amount of space available for growth of the collection.

Small to medium-sized public libraries should be wary of one thing especially: item numbers which are labeled "catch all" classes can result in much unwanted material that could take up needed space.

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
1	Agricultural Statistics	A 1.47:
9	Farmers' Bulletins	A 1.9:
11	Home and Garden Bulletins	A 1.77:
12	Agriculture Leaflets	A 1.35:
13-A	Agriculture Department Miscellaneous Publications	A 1.38:
17	Agriculture Yearbook	A 1.10:
21-T-04	Food News for Consumers	A 110.10:
39-B	Commodity Futures Trading Commission Annual Report	Y 3.C 73/5:1
74-C-04	ACTION Annual Report	AA 1.1:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
74-E-02	Peace Corps Handbooks, Manuals, guides	PE 1.8:
82-A-02	Forest Service General Report	A 13.105:
85	Forest Service Information Pamphlets relating to National Forests	A 13.13:
90-B	Agriculture Fact Sheets	A 1.121:
91	Agriculture List of Available Publications	A 107.12:
125-A-08	World Military Expenditures (Arms Control and Disarmament Agency)	AC 1.16:
125-A-09	Arms Control and Disarmament, Annual Report	AC 1.1:
127	Commerce Publications Update	C 1.24/3:
128	Commerce Department General Publications	C 1.2:
131-G	Census Bureau Data Finder	C 3.163/6:
131-H	Economic Census: Reference Series Census Re- ports by States:	C 3.253:
132-A-nos.	Retail Trade	C 3.255/2:
132-B-nos.	Wholesale Trade	C 3.256/2:
132-C-nos.	Service Industries	C 3.257/2:
133-A-nos.	County Business Patterns	C 3.204:
134-A	Census of Manufactures: Preprint series	C 3.24/9:
137-A-nos.	Census of Manufactures: State Series	C 3.24/3:
138	Bureau of Census Catalog of Publications Bibliographies and lists of Publications, Census Bureau	C 3.163/3: C 3.163/4:
140-B	Congressional District Atlas	C 3.62/5:
145-A	Special Demographic Analyses	C 3.261:
150	Statistical Abstract of U.S.	C 3.134:
150-A	Pocket Data Book	C 3.134/3:
151	Statistical Abstract of U.S. Supplement	C 3.134/2:
152-A-nos.	Census of Agriculture Final and State and Area Report	C 3.31/4:
156-B-nos.	Census of Housing: by State	C 3.224/nos.
156-J-nos.	Census of Population and Housing Block Statis- tics	C 3.224/5:
156-K-nos.	Census of Population and Housing: Census Tract Reports	C 3.223/11:
159-B-nos.	Joint Population and Housing Census: Prelimi- nary Reports by States	C 3.223/18:
	Joint Population and Housing Census: Advance Reports by States	C 3.223/19:
159-C-nos.	Census of Population: Final Reports by States	C 3.223/nos.
183-A	Handbook of Airline Statistics	C 31.249:
188-A-05	Director of Computer Software Applications	C 51.11/5:
	General Catalog of Information Services	C 51.11/4:
188-A-07	NTIS Annual Report	C 51.1:
197 and/or	Tide Tables National Ocean Survey, East Coast	C 55.421/2

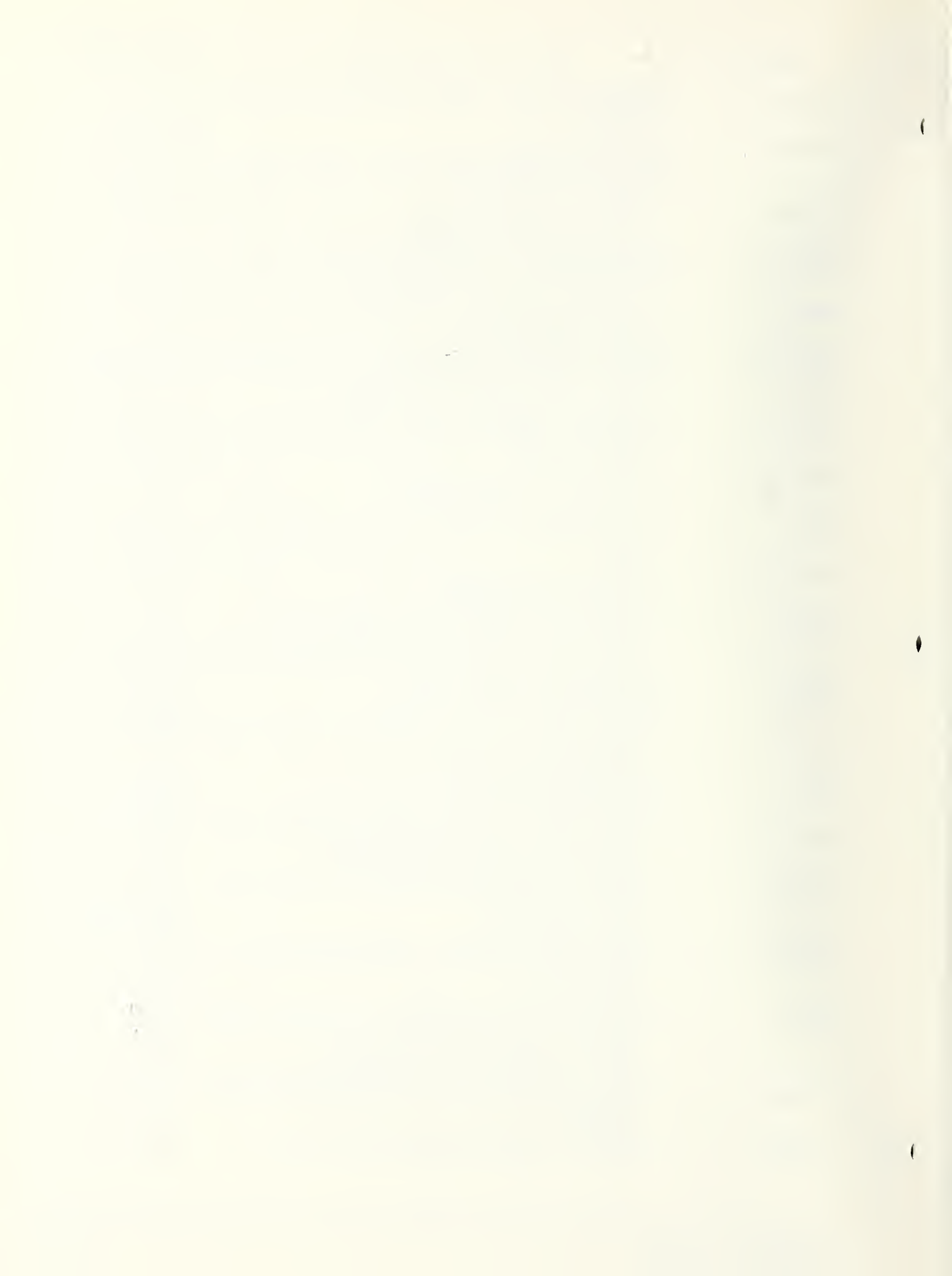
<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
199	Tide Tables, National Ocean Survey, West Coast	C 55.421:
207-B-01	National Earth Satellite Service General Publications	C 55.502:
208	United States Earthquakes	C 55.226:
212-A-03	Handbooks, Manuals, Guides, East West Trade Bureau	C 57.408:
215-L	U.S. Industrial Outlook	C 62.17:
216-A-02	Annual Report United States Fire Administration	FEM 1.101:
219-B	Consumer Goods Research (Export Development Bureau)	C 57.118:
228	Survey of Current Business	C 59.11:
231-B	Overseas Business Reports	C 61.12:
231-B-02	Overseas Export Promotion Calendar	C 61.19:
231-B-03	Bibliographies and lists of Publications	C 61.15:
231-B-04	Franchise Opportunities Handbook	C 62.14:
231-B-05	Handbooks	C 61.8:
231-B-06	International Economic Indicators	C 61.14:
231-B-09	Trade Opportunity Program, TOP Bulletin	C 61.13:
231-G-03	Commerce Business Daily	C 1.76:
231-I	Foreign Economic Trends and their Implications for the U.S	C 61.11:
231-M-nos.	State Export Series (Industry and Trade Administration)	C 57.29:
247-B	NBS Consumer Information	C 13.53:
250-E-15	Handbooks, Manuals, Guides, National Oceanic and Atmospheric Administration	C 55.8:
252-A	List of Patent Classification Definitions	C 21.3/2:
254	General Publications Patent and Trademark Office	C 21.2:
255	Index of Patents	C 21.5/2:
256	Index of Trademarks	C 21.5/3:
257	Manual of Classifications Patent Office and Supplements	C 21.12/2:
261	Patent Laws	C 21.7:
262-A	Roster of Attorneys and Agents Registered to Practice before the U.S. Patent Office	C 21.9:
	Attorneys and Agents Registered to Practice before U.S. Patent Office	C 21.9/2:
265-B	Highway Statistics	TD 2.23:
265-H	Fatal and Injury Accident Rates on Federal Aid and Other Highway Systems	TD 2.20:
273-D-01	General Publications, Environmental Data and Information Service	C 55/202:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
283	Annual Report, Federal Communications Commission	CC 1.1:
290-E	Personnel Management Office Bibliographies and Lists of Publications	PM 1.22:
290-L	EEO Information on Equal Employment Opportunity for State and Local Government	PM 1.18/2:
292	Current Federal Examination Announcements Personnel Management Office	PM 1.21:
	Announcement (of Examinations)	PM 1.21/2:
299	Pamphlets Personnel Management Office	PM 1.10:
306-A-02	Department of Defense Annual Report	D 1.1:
321-A	Army Aviation Digest (Periodical)	D 101.47:
322	Soldiers (Periodical)	D 101.12:
323	Army Reserve Magazine (Periodical)	D 101.43:
327-J	Area Handbooks (Army Dept.)	D 101.22:550-
394	Astronomical Almanac (Naval Observatory)	D 213.8:
403-A-01	Port Guides (Naval Military Personnel Command)	D 208.6/4:
423-B	Driver, (Periodical)	D 301.72:
429-A	General Publications, Energy Department	E 1.2:
429-J-01	Annual Report Energy Information Administration	E 3.1:
429-K-01	Short-Term Energy Outlook	E 3.31:
429-T-01	Information Publications DOE/OPA	E 1.25:
429-T-33	Factsheet EDM-1043 (Series) Energy Department	E 1.57:
429-T-57	National Energy Plan Energy Department	E 1.62:
431-C-14	FAA Statistical Handbook of Aviation	TD 4.20:
431-I-02	Environmental Laws, Highlights	EP 1.5:
431-I-04	Annual Report Environmental Protection Agency	EP 1.1:
431-I-26	Environmental Facts	EP 1.42:
431-I-51	Cost of Clean Air (EPA)	EP 1.62:
431-L-04	Task Force on Environmental Cancer and Heart and Lung Disease, Annual Report	EP 1.82:
432	Reports and Publications Fine Arts Commission	FA 1.
434-A-02	Monthly Energy Review	E 3.9:
435-E-07	DOE Feature Energy Department	E 1.67/2:
435-H	International Energy Annual	E 3.11/20:
437-A-nos.	National Electric Rate Book by State	E 3.14:
442	General Publications Federal Reserve System Board of Governors	FR 1.2:
444-A	Aging (Periodical)	HE 23.3110:
444-G	Consumer Information Series	HE 1.34/2:
444-I	Programs for the Handicapped	ED 1.31:
444-K-08	Report to the President and Congress on the Drug Abuse, Prevention, and Treatment Functions	HE 1.58:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
445-L-01	National Center on Child Abuse and Neglect Publications	HE 23.1210:
445-L-03	Annual Review of Child Abuse and Neglect Research	HE 23.1210/3:
447-A-08	Laws, Aging Administration	HE 23.3005:
447-A-12	Age Page, National Institute on Aging	HE 20.3861:
447-B	Handbooks, Manuals, Guides, National Institute on Aging	HE 20.3858:
455-A-02	Annual Report, Right to Read, Education Dept.	ED 1.12:
455-A-03	Catalog of Federal Education Assistance Programs	ED 1.29:
455-A-09	Higher Education Act, Title 2-B Library Research and Demonstration Program, Abstracts	HE 19.135:
455-B	American Education (issued 10 times a year) Education Department	ED 1.10:
455-B-01	ED Facts Education Department	ED 1.9:
455-F	Accredited Postsecondary Institutions and Programs	ED 1.38:
455-G-04	Handbooks, Manuals, Guides, National Institute of Education	ED 1.308:
460	Directory of Education Associations	ED 1.30:
460-A-10	Digest of Education Statistics	ED 1.113:
460-A-14	Opportunities Abroad for Educators	ED 1.19:
	Education Around the World	ED 1.36:
460-B-01	Statistics for Public Elementary and Secondary Day Schools	ED 1.112:
460-B-02	Statistics of Public Libraries	ED 1.122/2:
461-A-12	Condition of Education	ED 1.109:
461-A-13	Basic Educational Opportunity Grant Program Handbook	HE 19.108/4:
461-A-15	College Costs	ED 1.121:
461-A-16	Education Directory: Colleges and Universities	ED 1.111:
461-B	Education for All Handicapped Children Annual Report	ED 1.32:
461-C-01	Closer Look, Education Department	ED 1.22:
466-A	Resources in Education	ED 1.310:
466-A-01	Thesaurus of ERIC Descriptors	ED 1.310/3:
467-A-01	General Publications National Institute on Drug Abuse	HE 20.8202:
467-A-03	Bibliographies and Lists of Publications	HE 20.8211:
	Special Bibliographies	HE 20.8211/2:
467-A-11	Drug Use Among American High School Students	HE 20.8219:
473-B-01	General Publications, Pesticide and Toxic Substances Office	EP 5.2:
474	Annual Report, Food and Drug Administration	HE 20.4001:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
475-B	Laws, Food and Drug Administration	HE 20.4005:
475-H	FDA Consumer Consumer Update	HE 20.4010: HE 20.4010/3:
475-J	Facts Sheets Drug Enforcement Administration	J 24.10:
475-W	FDA Consumer Memo	HE 20.4010/2:
483-A-02	Forward Plan for Health, Public Health Services	HE 20.18:
483-E-07	Progress in Prevention and Control of Air Pollution, Report to Congress	EP 4.16:
483-F-01	Marijuana and Health, Annual Report National Institute on Drug Abuse	HE 20.8210:
484-D-03	General Publications, President's Council on Physical Fitness and Sports Handbooks, Manuals, Guides	HE 20.102: HE 20.108:
491-B-10	Bibliographies and Lists of Publications	HE 20.6509:
494-B-09	Food and Drug Administration and the Congress	HE 20.4038:
494-H-02	Handbooks, Manuals, Guides	HE 20.7208:
498-C-01	General Publications, National Institute on Alcohol Abuse and Alcoholism	HE 20.8302:
498-C-06	Special Report to U.S. Congress on Alcohol and Health	HE 20.8313:
498-D-01	Annual Report on Activities conducted to Implement the Runaway Youth Act	HE 23.1309:
499-J-04	Medicare/Medicaid Directory of Medical Facilities	HE 22.213:
502-A-01	Reports to Congress on Title 20 of the Social Security Act, HHS, Public Service Administration	HE 23.2009:
502-A-02	General Publications, National Clearinghouse on Aging	HE 23.3102:
505-A-01	Infectious Disease Research, National Institute of Allergy and Infectious Diseases	HE 20.3262/2:
506-A-13	Medicine for the Layman	HE 20.3031:
506-A-15	Diabetes Dateline, the National Diabetes Information Clearinghouse Bulletin	HE 20.3310/3:
506-C	Mental Health Directory, National Institute of Mental Health	HE 20.8123:
506-C-04	American Rehabilitation (Periodical) Education Department	HE 1.211:
507-A-32	Annual Report of the National Diabetes Advisory Board	HE 20.3027:
507-B-02	Studies in Social Change, National Institute of Mental Health	HE 20.8132:
507-B-13	Crime and Delinquency Issues, National Institute of Mental Health	HE 20.8114/3:
507-B-28	Trends in Mental Health	HE 20.8126:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
507-B-31	Caring about Kids, National Institute of Mental Health	HE 20.8130:
507-B-32	Science Reports	HE 20.8131:
	Science Monographs Both from National Institute of Mental Health	HE 20:8131/2:
507-E-02	Handbooks, Manuals, Guides, National Heart, Lung, and Blood Institute	HE 20.3208:
507-E-08	Bibliographies and Lists of Publications, National Heart, Lung and Blood Institute	HE 20.3215:
507-E-09	National Heart, Lung and Blood Institutes Fact Book for Fiscal Year	HE 20.3216:
507-G-08	National Cancer Program: Report of the Director	HE 20.3168/4:
507-G-22	Cancer Information Clearinghouse Office of Cancer Communications OCC/SB	HE 20.3165/2:
507-H-02	Handbooks, Manuals, Guides, Health Resources Administration	HE 20.6008:
508-G-01	Statistical Notes for Health Planners, National Center for Health Statistics	HE 20.6218:
510	Vital Statistics, National Center for Health Statistics	HE 20.6210:
512-A-16	Medicare Annual Report, Health Care Financing Administration (HHS)	HE 22.21:
512-B	Trend Report: Graphic Presentation of Public Assistance and Related Data, NCSS Report	HE 17.612:
512-D-15	Medicaid Statistics, Fiscal Year, NCSS Report	HE 17.620:
516-C	Handbooks, Manuals, Guides	HE 3.6/3:
	Health Insurance for the Aged	HE 3.6/4
519-B	Annual Report of Welfare Programs, Social and Rehabilitation Services	HE 17.28:
523	Social Security Bulletin	HE 3.3:
	Social Security Statistical Supplements	HE 3.3/3:
528-B-01	Annual Report Designate MR (year) President's Committee on Mental Retardation	HE 23.101:
530-B-01	General Publications, Children, Youth and Families Administration	HE 23.1002:
530-B-02	Status of Children	HE 23.1009:
552-A	Subject Bibliographies, SB-Superintendent of Documents	GP 3.22/2:
552-B	Publications Reference File	GP 3.22/3:
553	Numerical List and Schedule of Volumes of Reports and Documents of Congress	GP 3.7/2:
554	Price Lists, Superintendent of Documents	GP 3.9:
556-A	U.S. Government Books, Superintendent of Documents	GP 3.17/5:
556-B	New Books, Superintendent of Documents	GP 3.17/6:



<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
557-A [P] or B [MF]	Monthly Catalog of United States Government Publications	GP 3.8:
558-A-02	Consumer Information Series, Federal Supply Service	GS 2.16:
569	General Publications	GS 4.2:
	General Information Leaflet Series Both from National Archives and Records Service	GS 4.22:
569-C	Publications of National Archives and Records Service	GS 4.17:
	List of National Archives Microfilm Publications	GS 4.17/2:
569-C-01	National Audiovisual Center: Select List, National Archives and Records Service	GS 4.17/5:
572-B [P] or C [MF]	Code of Federal Regulations	GS 4.108:
	Index and Finding Aids, Title 3 Supplements	GS 4.108/2:
573-B	Directory of Federal Regional Structure	GS 4.119:
573-C [P] or D [MF]	Federal Register (Daily)	GS 4.107:
574-A	Public Papers of Presidents of United States	GS 4.113:
	Proclamations and Executive Orders	GS 4.113/2:
575	Slip Laws (Public)	GS 4.110:
576	Statutes at Large	GS 4.111:
	Tables of Laws Affected	GS 4.111/2:
577	United States Government Manual	GS 4.109:
577-A	Weekly Compilation of Presidential Documents	GS 4.114:
580-B	Consumer Information Catalog	GS 11.9:
581-E-16	HUD Footnotes	GS 1.65:
581-E-24	Residential Solar Program Reports	HH 1.74:
581-E-31	Interagency Urban Initiatives Anti-crime Program, Annual Report to Congress	HH 1.85:
582-M	HUD Statistical Yearbook	HH 1.38:
601-A	Conservation Yearbooks	I 1.95:
630-J	Water Research Capsule Report	I 1.103:
611-L	Endangered Species Technical Bulletin	I 49.77:
611-P-01	Fish and Wildlife News	I 49.88:
613	Hunting Regulations	I 49.24:
613-C	Annual Report, Fish and Wildlife Service	I 49.1:
619-G	Geological Survey Catalog of Published maps by State	I 19.41/6:
619-G-02	National Mapping Program	I 19.80:
621-C	USGS Activities for Fiscal Year	I 19.1:
624-J	Convention on International Trade in Endangered Species of Wild Fauna and Flora (Annual Report)	I 49.85:
627-A	Indians of (Various States) Indian Affairs Bureau	I 20.51:
	Indians (Various Subjects)	I 20.51/2:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
627-C	Maps, Indian Affairs Bureau	I 20.47:
639	Minerals Yearbook, Interior Department	I 28.37:
639-C	State Mineral Profiles, SMP (MF)	I 28.37:/4
646-B	National Parks and Landmarks	I 29.66:
646-C	Camping in National Park System	I 29.71:
646-P	Historic American Engineering Record Publications	I 70.9:
648-A	Handbooks, Manuals, Guides, National Park Service	I 29.9/2:
648-B	Historic American Building Survey	I 29.74:
648-D	National Register of Historic Places	I 70.17:
650	National Monuments and Military Parks Information Circulars	I 29.21:
651	Information Circulars on	
	National Parks	I 29.6:
	National Seashores	I 29.6/2:
	National Lakeshores	I 29.6/3:
	National Rivers	I 29.6/4:
	National Scenic Trails	I 29.6/5:
651-A	Maps, National Park Service	I 29.8:
654	National Recreational Areas	I 29.39:
657-B-07	Handbooks, Manuals, Guides, Outdoor Recreation Bureau	I 66.8:
672-C	Problems of Communism (Periodical)	IA 1.8:
716-C	Attorney General's Annual Report, Federal Law Enforcement and Criminal Justice Assistance Activities	J 1.32/2:
717-C-01	Annual Report of Attorney General of the U.S.	J 1.1:
717-Q	NCJRS Document Loan Program Document List	J 1.20/4:
717-Y-02	United States Court Directory (Annual)	Ju 10.17:
717-Y-05	U.S. Courts, A Pictorial Summary (Annual)	Ju 10.12:
721	General Publications, Federal Bureau of Investigation	J 1.14/2:
722	Uniform Crime Reports	J 1.14/7:
724	Federal Textbooks on Citizenship	J 21.9:
726	Laws and Regulations (Immigration)	J 21.5:
	U.S. Immigration Laws, General Information	J 21.5/2:
738	General Publications, Supreme Court	Ju 6.2:
740-A	Supreme Court Decisions (in individual cases)	Ju 6.8/b:
741	United States Reports (bound volumes of decisions of the Supreme Court)	Ju 6.8:
749-C	Profile of Labor Conditions (Various Countries)	L 29.14:
766-J	Safe Work Practices Series, Occupational Safety and Health Administration	L 35.11/2:
766-L	Bibliographies and lists of publications, Occupational Safety and Health Administration	L 35.16:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
768-B	Employment and Earnings (Monthly)	L 2.41/2:
768-B-nos.	Area Wage Surveys (by State)	L 2.3/2:
768-C-02	Occupational Outlook Handbook	L 2.3/4:
768-C-03	Handbook of Labor Statistics	L 2.3/5:
768-F	CPI Detailed Report	L 2.38/3:
768-F-01	News, Consumer Prices: Energy and Food	L 2.38/7:
768-M	U.S. Department of State Indexes of Living Costs Abroad, and Living Quarters Allowances and Hardship Differentials	L 2.101:
768-S	Occupational Earnings and Wage Trends in Metropolitan Area, Summary	L 2.86:
768-T	Employment and Unemployment in State and Local Areas (Monthly)	L 2.41/9:
	(Annual)	L 2.41/10:
770	Monthly Labor Review (Periodical)	L 2.6:
770-A	Occupational Outlook Quarterly	L 2.70/4:
771-B	Producer Prices and Price Indexes	L 2.61:
780-A-03	Handbooks, Manuals, Guides, Employment and Training Administration	L 37.8:
780-A-06	Occupational and Career Information	L 37.16:
781	Bulletins, Women's Bureau	L 36.103:
783-C-03	Pamphlets, Women's Bureau	L 36.112:
785-D	Letters of Delegates to Congress 1774-1789	LC 1.34:
790-A	Handbooks, Manuals, Guides, Copyright Office	LC 3.7/2:
802-A	Explanatory Circulars Copyright Office	LC 3.4/2:
806-C	General Publication Library of Congress General Reference and Bibliography Division	LC 2.2:
806-H-02	Bibliographies and Lists of Publications General Reference and Bibliography Division Library of Congress	L 2.7/2:
806-I	Children's Books, Library of Congress	LC 2.11:
807	Digest of Public General Bills Library of Congress	LC 14.6:
816	Monthly Checklist of State Publications Library of Congress	LC 30.9:
818-A-02	LC Science Tracer Bullet	LC 33.10:
818-B	General Publications Readers Service Library of Congress	LC 29.2:
823	Subject Headings Used in Dictionary Catalogs of Library of Congress and Supplements	LC 26.7:
823-A	General Publications Union Catalog Division Library of Congress	LC 18.2:
830-A-01	Spinoff, Annual Report National Aeronautics and Space Administration	NAS 1.1/4:
830-G	NASA EP (series)	NAS 1.19:
830-H	NASA Facts	NAS 1.20:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
830-H-01	NASA Activities	NAS 1.46:
830-H-04	NASA Report to Educators	NAS 1.49:
830-I	NASA SP (Series)	NAS 1.21:
830-L-02	NASA Tech Briefs	NAS 1.29/3:
830-Y	Mission Reports, MR (series)	NAS 1.45:
834-C-02	Science and Technology Annual Report	NS 1.40:
834-W-01	Handbooks, Manuals, Guides, Overseas Private Investment Corporation	OP 1.8:
839-A-02	International Mail U.S. Postal Service	P 1.10/5:
839-A-03	National Zip Code Directory	P 1.10/8:
840	Postage Stamps of United States	P 4.10:
848	Economic Report of the President	PR 40.9:
851-J	Special Committees and Commissions (as ap- pointed) President of the U.S.	PR 40.8:
853	Budget of U.S. Government, Management and Budget Office	PrEx 2.8:
853-A-01	Catalog of Federal Domestic Assistance, Man- agement and Budget Office	PrEx 2.20:
855-A	Budget in Brief	PrEx 2.8/2:
	Budget Highlights	PrEx 2.8/6:
856-A-02	CIA Publications	PrEx 3.10:
856-A-05	Reference Aid: Chiefs of State and Cabinet Members of Foreign Governments	PrEx 3.11/2:
856-A-07	World Factbook, CIA	PrEx 3.15:
856-B-02	Report on National Growth, Domestic Council	PrEx 15.9:
856-E-01	Annual Report, Council on Environmental Qual- ity	PrEx 14.1:
856-E-03	Citizens Advisory Committee on Environment Quality (Annual Report)	PrEx 14.1/2:
857-G-02	Annual Report, Drug Abuse Policy Office	PrEx 24.1:
857-I-05	General Publications, Consumer Affairs Office	HE 1.502:
862-B	Background Notes on (various countries) State Department	S 1.123:
	Indexes	S 1.123/2:
864	Department of State Bulletin (Periodical)	S 1.3:
865	Diplomatic List, State Department	S 1.8:
869-C	Post Report, State Department	S 1.127:
876-A	Geographic Bulletins, State Department	S 1.119/2:
877-C	Current Policy (series) State Department	S 1.71/4:
899-A	U.S. Treaties and Other International Agree- ments	S 9.12:
	U.S. Treaties and Other International Agree- ments of the U.S. (1776-1949)	S 9.12/2:
901-B	General Publications, Small Business Adminis- tration	SBA 1.2:
901-C	Small Business Management Series	SBA 1.12:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
901-D	U.S. Government Purchasing and Sales Directory	SBA 1.13/3:
901-E	Management Aids	SBA 1.32:
901-J	Small Marketers Aids	SBA 1.14:
	Small Marketers Aids Annuals	SBA 1.14/2:
901-K	Small Business Bibliographies	SBA 1.3:
901-L	Starting and Managing Series	SBA 1.15:
901-N	Small Business Administration Publications	SBA 1.18:
	(Lists)	
	Bibliographies and Lists of Publications	SBA 1.18/2:
	Research Studies	SBA 1.18/4:
909	Smithsonian Year	SI 1.1:
	Statement by the Secretary	SI 1.1/4:
909-D-01	Handbook of North American Indians	SI 1.20/2:
910	General Publications, Smithsonian Institution	SI 1.2:
910-P	Smithsonian Studies in Air and Space	SI 1.42:
916	General Publications, National Collection of Fine Arts Smithsonian Institution	SI 6.2:
917	General Publications, National Gallery of Art, Smithsonian Institution	SI 8.2:
922-B	General Publications, National Portrait Gallery Smithsonian Institution	SI 11.2:
922-B-01	General Publications, Hirshhorn Museum and Sculpture Garden, Smithsonian Institution	SI 13.2:
923	Annual Report Treasury Department	T 1.1:
925-D	Facts About United States Money Treasury Department	T 1.40:
930-B	Coast Guard Academy Catalog	TD 5.16:
	Coast Guard Academy Bulletin of Information	TD 5.16/2:
950-C	Annual Report, Customs Service	T 17.1:
950-E	Customs Information Series	T 17.12:
956-A	Handbooks, Manuals, Guide Internal Revenue Service	T 22.19/2:
	Tobacco Tax Guide	T 22.19/5:
957	Internal Revenue Bulletin	T 22.23:
960	Internal Revenue Cumulative Bulletin	T 22.25:
960-A	Index-Digest Supplement System: Service 1, Income Tax	T 22.25/5:
960-A-01	Index-Digest Supplement System: Service 2, Estate and Gift Tax	T 22.25/6:
960-A-02	Index-Digest Supplement System: Service 3, Employment Tax	T 22.25/7:
960-A-03	Index-Digest Supplement System: Service 4, Excise Tax	T 22.25/8:
964-B	Your Federal Income Tax, Treasury Department	T 22.44:
	Tax Information, IRS Publication	T 22.44/2:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
	Catalog and Index to Taxpayer Information Publications	T 22.44/3:
968-A	Handbooks, Manuals, Guides, Drug Enforcement Administration	J 24.8:
968-B	Drug Enforcement	J 24.3/2:
968-H-09	Criminal Justice Perspectives	J 26.14:
968-H-13	Bureau of Justice Statistics Bulletin	J 29.11:
970-A	Tables of Redemption Values for United States Savings Bonds (A-E Series)	T 63.209:
970-A-01	Tables of Redemption Values for \$25 Series Bonds	T 63.209/5:
970-A-02	Tables of Redemption Values for United States Savings Bonds, Series EE	T 63.209/7:
970-A-03	Tables of Redemption Values for United States Savings Bonds, Series E	T 63.209/6:
971-B	General Publications, Alcohol, Tobacco, and Firearms Bureau	T 70.2:
971-D	Annual Report Alcohol, Tobacco, and Firearms Bureau	T 70.1:
982-B	Summaries of Trade and Tariff Information (MF) International Trade Commission	ITC 1.11:
982-B-02	Tariff Schedules of the United States Annotated	ITC 1.10:
982-D-02	Safety Related Recall Campaigns for Motor Vehicle and Motor Vehicle Equipment, Including tires	TD 8.9/2:
982-D-09	Consumer Affairs Fact Sheets, National Highway Traffic Safety Administration	TD 8.14/3:
982-D-24	Fact Book, National Highway Traffic Safety Administration	TD 8.30:
982-K-01	National Transportation Statistics Annual Report	TD 10.9:
988	Pamphlets, Veterans Administration	VA 1.19:
989-B	V.A. Fact Sheets IS-(Series)	VA 1.34:
991	United States Code and Supplements	Y 1.2/5:
992	Congressional Directory	Y 4.P 93/1:1
993-A	Congressional Record (bound) (MF)	X:
994	Congressional Record Daily	X/a:
997	Economic Indicators (Monthly)	Y 4.Ec 7:Ec 7
1005-F	Report to the Senate and House Committees on the Budget as Required by Public Law 93-344	Y 10.13:
1008-D	Serial Set (House and Senate Reports) (MF)	Y 1.1/2:
1030-B	House Journal (MF)	XJH:
1047-B	Senate Journal (MF)	XJS:
1061-F	Reports and Publications, National Commission on Libraries and Information Science	Y 3.L 61:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
1062-C	General Publications, Consumer Product Safety Commission	Y 3.C 76/3:2
1062-C-05	Annual Report Consumer Product Safety Commission	Y 3.C 76/3:1
1062-C-07	Fact Sheets, Consumer Product Safety Commission	Y 3.C 76/3:11
1062-C-08	Bibliographies and Lists of Publications, Consumer Product Safety Commission	Y 3.C 76/3:13
1062-C-15	Alert Sheets, Consumer Product Safety Commission	Y 3.C 76/3:11-3
1077-C	Draft Information Series, Selective Service System	Y 3.Se 4:25:
1088	Reports and Publications, White House Conferences	Y 3.W 58:

Federal Depository Library Manual

Section 4

10-84

Suggested Core Collection: Small Academic Library

In developing this suggested list for an academic core collection certain assumptions and biases were inevitably incorporated. A small academic library was, modeled on the one at William and Mary, assumed to be in a liberal arts institution and to select approximately 15-20% of the active item numbers. Another basic premise was that, although all publications were not selected by the library, the depository library should be able to identify and/or locate whatever information was requested. Therefore, most of the agency telephone directories, bibliographies and lists of publications, and annual reports are part of the core collection. Other factors considered were whether the periodicals were indexed in commercial indexes likely to be in small academic libraries, and whether the publications were listed in the appendix to the *Guidelines for the Depository Library System*.

Factors which should be considered when the depository in a small

academic institution makes selections to enhance a core collection are as follows:

1. The curriculum of the institution.
2. The research interests of the faculty.
3. The subject strengths of the library's general collection.
4. The presence of an ROTC program on campus.
5. The distance to other selective depository libraries or a regional depository library.
6. Local or regional cooperative acquisition programs.
7. The economic base of the community in which the library is located and/or serves.
8. The physical environment in which the library is located and/or serves (coastal, forest, etc.).
9. Other characteristics of the community (urban/rural, historic, business and manufacturing, recreational sites/interests).
10. The number and existence of local, regional, and state government agencies in the community.

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
1	Agricultural statistics. (Agriculture Department)	A 1.47:
6	Annual Report. (Agriculture Department)	A 1.1:
17	Yearbook. (Agriculture Department)	A 1.10:
21-H	National food review. (Economics and Statistics Service)	A 93.16/31
42-W	Economic Research Service series. (Economic Research Service)	A 93.21:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
74-A-03	Food and nutrition. (Food and Nutrition Service)	A 98.11:
74-C-04	Annual report. (ACTION)	AA 1.1:
76	Foreign agriculture. (Foreign Agricultural Service)	A 67.7/2:
80-E	Telephone directory. (Forest Service)	A 1.89:
85	Information pamphlets relating to national forests. (Forest Service)	A 13.13:
88-B	Family economics review. (Human Nutrition and Home Economics Bureau)	A 77.708:
91	List of publications. (Governmental and Public Affairs Office, Agriculture Department)	A 107.12
102-A	List of published soil surveys. (Soil Conservation Service)	A 57.38: list/
122	Soil and water conservation news. (Soil Conservation Service)	A 57.9/2:
125-A-03	General publications. (Arms Control and Disarmament Agency)	AC 1.2:
125-A-06	Bibliographies and list of publications. (Arms Control and Disarmament Agency)	AC 1.13:
125-A-08	World military expenditures. (Arms Control and Disarmament Agency)	AC 1.16:
125-A-09	Annual report. (Arms Control and Disarmament Agency)	AC 1.1:
126	Annual report. (Commerce Department)	C 1.1:
126-A	Bibliographies and list of publications	C 1.54:
	Publications catalog. (Commerce Department)	C 1.54/2-2:
126-C	Access, publication from Office of Minority Business Enterprise. (Commerce Department)	C 1.57/4:
126-D	Telephone directory. (Commerce Department)	C 1.37:
126-D-13	Franchising in the economy. (Industrial Economics Bureau)	C 62.16:
127-A	Business America. (International Trade Commission)	C 61.18:
127	Commerce publication update. (Commerce Department)	C 1.24/3:
128	General publications. (Commerce Department)	C 1.2:
130-D-01	General publications. (Economic Analysis Bureau)	C 59.2:
130-D-02	Handbooks, manuals, guides. (Economic Analysis Bureau)	C 59.8:
130-D-03	OBERS, BEA regional projections (MF). (Economic Analysis Bureau)	C 59.17:
130-K	Bibliographies and lists of publications. (Economic Development Administration)	C 46.18:
130-N	Economic development USA. (Economic Development Administration)	C 46.9/3:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
131-A	Business conditions digest	C 59.9:
	Business conditions digest supplements. (Economic Analysis Bureau)	C 59.9/3:
131-C	Census tract papers. (Census Bureau)	C 3.227/2:
	Census tract memos	C 3.227:
131-F	Factfinder for the nation. (Census Bureau)	C 3.252:
131-G	Data finder. (Census Bureau)	C 3.163/6:
131-H	Economic censuses: reference series. (Census Bureau)	C 3.253:
132	Census of retail trade: final volumes. (Census Bureau)	C 3.255/6:
	Census of wholesale trade: final volumes	C 3.256/4:
	Census of service industries: final volumes	C 3.257/4:
132-A-nos. and U.S.	Census of retail trade: area series. (Census Bureau)	C 3.255/2:
	:geographic area, advance reports	C 3.255/2-2:
	:major retail trade centers	C 3.255/5:
132-B-nos. and U.S.	Census of wholesale trade: geographic area. (Census Bureau)	C 3.256/2:
	:geographic area, advance	C 3.256/2-2:
132-C-nos.	Census of service industries: geographic area. (Census Bureau)	C 3.257/2:
	:geographic area, advance	C 3.257/2-2:
133	Census of retail trade: subject series (Census Bureau)	C 3.255/4:
	:retail merchandise lines	C 3.255/4:
	:general publications	C 3.255:
133-A-nos	County business patterns by state. (Census Bureau)	C 3.204:
133-B-01	Census of wholesale trade: general publications. (Census Bureau)	C 3.256:
	:subject series	C 3.256/3:
	:wholesale commodity line	C 3.256/5:
133-C-01	Census of service industries: general publications. (Census Bureau)	C 3.257:
	:subject series	C 3.257/3:
	:subject series, advance	C 3.257/3-2:
134	Census of manufactures: final volumes. (Census Bureau)	C 3.24:
134-A	Annual survey of manufactures: preprint series. (Census Bureau)	C 3.24/9:
	:annual volumes	C 3.24/9-2:
135	Census of manufactures: general publications. (Census Bureau)	C 3.24/2:
	:subject series	C 3.24/12:
	:special reports	C 3.24/15:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
	:preliminary reports	C 3.24/8:
136	Census of manufactures: industry series. (Census Bureau)	C 3.24/4:
137-A-nos	Census of manufactures: geographic area series. (Census Bureau)	C 3.24/3:
138	Bureau of Census Catalog. (Census Bureau)	C 3.163/3:
	Bibliographies and list of publications. Historical compilations	C 3.163/4:
139	International population statistics reports. (Economic Analysis Bureau)	C 59.13/2:
140-B	Congressional district atlas. (Census Bureau)	C 3.62/5:
142-C-01	Current population reports: population characteristics. (Census Bureau)	C 3.186:P-20/
142-C-02	Current population reports: special studies. (Census Bureau)	C 3.186:P-23/
142-C-03	Current population reports: population estimates and projections. (Census Bureau)	C 3.186:P-25/
142-C-04	Current population reports: federal-state cooperative program for population estimates. (Census Bureau)	C 3.186:P-26/
142-C-05	Current population reports: farm population. (Census Bureau)	C 3.186:P-27/
142-C-06	Current population reports: special censuses. (Census Bureau)	C 3.186:P-28/
142-C-07	Current population reports: consumer income. (Census Bureau)	C 3.186:P-60/
142-D	Data access descriptions: computer tape series.	C 3.240/3:
	:collection, evaluation and processing series	C 3.240/5:
	:census geography series.	C 3.240/6:
	:miscellaneous	C 3.240/7:
	Economic research reports. (Census Bureau)	C 3.259:
142-J	State quarterly economic developments. (Economic Analysis Bureau)	C 59.16/52:
144-A-16	Highlights of U.S. exports and imports. (Census Bureau)	C 3.164:990-
146	General publications. (Census Bureau)	C 3.2:
146-L	Governmental finances and employment at a glance. (Census Bureau)	C 3.191/3:
148-A	State and local government special studies. (Census Bureau)	C 3.145:
	Census of governments: final volumes. (Census Bureau)	C 3:145/4:
	Census of governments: preliminary reports.	C 3.145/5:
148-C	Data user news. (Census Bureau)	C 3.238:
	National Clearinghouse for Census Data Services Address List. (Census Bureau)	C 3.238/4:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
148-F	Directory of data files. (Census Bureau)	C 3.262:
150	Statistical Abstract of the U.S.	C 3.134:
	State and metropolitan area data book. (Census Bureau)	C 3.134/5:
150-A	Pocket data book. (Census Bureau)	C 3.134/3:
151	Statistical Abstract of the U.S., supplements. (Census Bureau)	C 3.134/2:
152	Census of Agriculture: final volumes. (Census Bureau)	C 3.31/12:
	:special reports.	C 3.31/5:
152-A-nos	Census of agriculture: area reports. (Census Bureau)	C 3.31/4:
152-A-40	Census of agriculture: final volumes, states and area. (Census Bureau)	C 3.31/4:
152-B-nos	Census of agriculture: preliminary and advance reports by state. (Census Bureau)	C 3.31/7:
155-A	Census of housing: components of inventory change. (Census Bureau)	C 3.224/6:
	:residential finance.	C 3.224/7:
	:special reports for local housing authorities	C 3.224/8:
	:Subject reports	C 3.224/10:
156-B-nos or C (MF)	Census of housing: final reports by state. (Census Bureau)	C 3.224:
156-H (P) or J (MF)	Joint population and housing census reports: block statistics (by states). (Census Bureau)	C 3.224/5:
156-K (P) or L (MF)	Joint population and housing census reports: census tracts (by state). (Census Bureau)	C 3.223/11:
156-M (P)	Joint population and housing census reports: summary characteristics of governmental units (by state). (Census Bureau)	C 3.223/23:
159-B-nos	Joint population and housing census: preliminary and advance reports by state. (Census Bureau)	C 3.223/18: C 3.223/19:
159-C-nos	Census of population: final reports by states. (Census Bureau)	C 3.223/:
159-G	Census of population: subject reports series. (Census Bureau)	C 3.223/10:
160-D	Census of transportation: general publications. :final reports (Census Bureau)	C 3.233: C 3.233/5:
	:by volume number	C 3.233/3:
160-E	Survey of minority-owned business enterprises. (Census Bureau)	C 3.258:
177-A-20	List of publications. (Civil Aeronautics Board)	C 31.255:
177-A-25	Telephone directory. (Civil Aeronautics Board)	CAB 1.28:
178	Annual report. (Civil Aeronautics Board)	CAB 1.1:
183-A	Handbook of airline statistics. (Civil Aeronautics Board)	C 31.249:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
188-A-01	Bibliographies and list of publications. (National Technical Information Service)	C 51.11:
	Foreign technology alert—bibliographies.	C 51.13/3:
188-A-03	Directory of computerized data files and related software available from federal agency. (National Technical Information Service)	C 51.11/2-2:
188-A-09	Directory of federal statistical data files. (National Technical Information Service)	C 51.15:
208	U.S. earthquakes. (Environmental Data and Information Service)	C 55.226:
215-L	U.S. Industrial outlook. (Industrial Economics Bureau)	C 62.17:
216-A-06	Telephone directory. (Federal Emergency Management Agency)	FEM 1.14:
228	Survey of current business. (Economic Analysis Bureau)	C 59.11:
	Business statistics, biennial supplement.	C 59.11/3:
	Supplements, special.	C 59.11/4:
231-B	Overseas business reports. (International Trade Administration)	C 61.12:
231-B-06	International economic indicators. (International Trade Administration)	C 61.14:
231-B-12	Foreign direct investment in the U.S.	C 61.25/2:
	OPEC direct investment in the U.S. (International Trade Administration)	C 61.25:
231-I	Foreign economic trends. (International Trade Administration)	C 61.11:
231-M-nos.	State export series. (Industry and Trade Admin.)	C 57.29:
240-A-01	NBS publication lists. (National Bureau of Standards)	C 13.37:
246-E	Journal of research. (National Bureau of Standards)	C 13.22:
250-E-01	NOAA. (National Oceanic and Atmospheric Administration)	C 55.14:
254	General publications. (Patent and Trademark Office)	C 21.2:
265-B	Highway statistics. (Federal Highway Administration)	TD 2.23:
	Highway statistics, summary to. (Federal Highway Administration)	TD 2.23/2:
265-H	Fatal and injury accident rates on federal-aid and other highway system. (Federal Highway Administration)	TD 2.20:
270	Government reports announcements and index. (National Technical Information Service)	C 51.9/3:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
	Government reports announcements and index, annual index. (National Technical Information Service)	C 51.9/4:
271-B-06	Bibliographies and lists of publications. (U.S. Travel Service)	C 47.13:
273-B-08	Bibliographies and lists of publications. (Environmental Data and Information Service)	C 55.229:
274-A-nos	Hourly precipitation data, state. (Environmental Data and Information Service)	C 55.216/:
274-B	Storm data. (Environmental Data and Information Service)	C 55.212:
275-I	Bibliographies and lists of publications. (National Weather Service)	C 55.124:
277-A-nos	Climatological data (state). (Environmental Data and Information Service)	C 55.214/:
278-B	Operations of the National Weather Service. (National Weather Service)	C 55.111:
283	Annual report. (Federal Communications Commission)	CC 1.1:
283-A	Telephone directory. (Federal Communications Commission)	CC 1.53:
285	General publications. (Federal Communications Commission)	CC 1.2:
285-A	Handbooks, manuals, guides. (Federal Communications Commission)	CC 1.7/4:
285-B	Major matters before the FCC. (Federal Communications Commission)	CC 1.50:
288	Statistics of communications common carriers. (Federal Communications Commission)	CC 1.35:
288-A	Reports and publications. (Civil Rights Commission)	CR 1.1: & 1.2:
288-A-02	Handbooks, manuals, guides. (Civil Rights Commission)	CR 1.6/2:
288-A-04	Bibliographies and lists of publications. (Civil Rights Commission)	CR 1.9:
288-A-05	Clearinghouse publications. (Civil Rights Commission)	CR 1.10:
288-A-06	Perspectives, civil rights. (Civil Rights Commission)	CR 1.12:
290	Annual report. (Personnel Management Office)	PM 1.1:
290-C	Management. (Personnel Management Office)	PM 1.11/2:
290-E	Bibliographies and lists of publications. (Personnel Management Office)	PM 1.22:
290-N	Telephone directory. (Personnel Management Office)	PM 1.31:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
290-T	Index to information. (Personnel Management Office)	PM 1.44:
292	Current federal examination announcements. (Personnel Management Office)	PM 1.21:
	Announcement of (examinations). (Personnel Management Office)	PM 1.21/2:
295	General publications. (Personnel Management Office)	PM 1.2:
300-D	Personnel literature. (Personnel Management Office)	PM 1.16:
304-D	Bibliographies and lists of publications. (Defense Department)	D 1.33:
	Catalog of DIOR reports.	D 1.33/4:
304-H	Telephone directory. (Defense Department)	D 1.7:
306-A-02	Annual report. (Defense Department)	D 1.1:
310-E-07	Worldwide manpower distribution by geographic area. (Defense Department)	D 1.61/3:
310-E-08	Military manpower statistics. (Defense Department)	D 1.61:
315-C-02	U.S. military posture, fiscal year. (Joint Chiefs of Staff)	D 5.19:
315-F-03	Academic catalog. (Defense Intelligence Agency)	D 5.210:
322-F	Vietnam studies. (Army Department)	D 101.74:
327-J	Area handbooks. (Army Department)	D 101.22:550-
344	General publications. (Military History Center)	D 114.2:
344-B	Publications of Office, Chief of Military History. (Military History Center)	D 114.10:
344-C	Department of the Army Historical Summary. (Military History Center)	D 114.15:
344-D	U.S. Army Military History Institute, special bibliography series. (Military History Center)	D 114.14:
344-E	Special studies. (Military History Center)	D 114.17:
344-F	Handbooks, manuals, guides. (Military History Center)	D 114.12:
344-G	Army historical series. (Military History Center)	D 114.19:
345-A	Indochina monographs. (Military History Center)	D 114.18:
361-A-nos	Geographic distribution of federal funds, state. (Community Services Administration)	CSA 1.10:
378-H	National security affairs monographs. (National Defense University)	D 5.409:
	National security affairs papers.	D 5.409/2:
383-B	Historical publications. (Marine Corps)	D 214.13:
390-A	Annapolis, U.S. Naval Academy catalog. (Naval Academy)	D 208.109:
394	Astronomical almanac. (Naval Observatory)	D 213.8:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
399-A	Dictionary of American fighting ships. (Naval Operations Office)	D 207.10:
399-A-01	U.S. Navy and the Vietnam conflict. (Naval Operations Office)	D 207.10/3:
399-A-02	Historical publications. (Naval Operations Office)	D 207.10/2:
399-B	Bibliographies and lists of publications. (Naval Operations Office)	D 207.11:
399-D	Naval documents of the American Revolution. (Naval Operations Office)	D 207.12:
408-A-03	Naval War College review. (Naval War College)	D 208.209:
421-F	Soviet military thought series. (Air Force Department)	D 301.79:
421-G	Air Force report, report to the Congress. (Air Force Department)	D 301.1:
422-A	Air University review. (Air Force Department)	D 301.26:
422-I	Studies in communist affairs. (Air Force Department)	D 301.85:
422-J	USAF Southeast Asia monograph series. (Air Force Department)	D 301.86:
422-L	Encyclopedia of USAF aircraft and missile systems (Air Force Department)	D 301.90:
422-M	U.S. Air Service in WWI. (Air Force Department)	D 301.82/2:
424-I	Bibliographies and lists of publications. (Air Force Department)	D 301.62/2:
425-A	USAF Academy catalog. (Air Force Academy)	D 305.8:
	USAF Academy bulletin.	D 305.8/2:
429-A-01	Annual report to Congress. (Energy Department)	E 1.1:
429-F	Telephone Directory. (Energy Department)	E 1.12:
	National telephone directory.	E 1.12/3:
429-G	Bibliographies and lists of publications. (Energy Department)	E 1.13:
	Selected DOE headquarters publications.	E 1.13/4:
429-J-01	Annual report. (Energy Information Administration)	E 3.1:
	Annual energy summary.	E 3.1/a-2:
429-K-01	Short-term energy outlook. (Energy Information Administration)	E 3.31:
429-K-02	U.S. crude oil and natural gas reserves annual report. (Energy Information Administration)	E 3.34:
429-K-03	Natural Gas Annual. (Energy Information Administration)	E 3.11/2-2:
429-T-01	Information publications (DOE/OPA)	E 1.25:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
429-T-49	EIA publications directory. (Energy Information Administration)	E 3.27:
	EIA publications, new releases, (Energy Information Administration)	E 3.27/4:
429-T-57	National energy plan. (Energy Department)	E 1.62:
431-A-17	National aviation system plan. (Federal Aviation Administration)	TD 4.33:
	National aviation system policy summary.	TD 4.33/2:
	National airport systems plan.	TD 4.33/3:
	Great Lakes region aviation system plan.	TD 4.33/4:
431-A-37	FAA directory. (Federal Aviation Administration)	TD 4.52:
431-C-14	FAA statistical handbook of aviation. (Federal Aviation Administration)	TD 4.20:
431-I-04	Annual report. (Environmental Protection Agency)	EP 1.1:
431-I-09	Bibliographies and lists of publications. (Environmental Protection Agency)	EP 1.21:
431-I-39	Publications, a quarterly guide.	EP 1.21/7-3:
	EPA reports bibliography, quarterly, abstract bulletin	EP 1.21/7:
	EPA cumulative bibliography. (Environmental Protection Agency)	EP 1.21/7-2:
431-I-22	Telephone directory. (Environmental Protection Agency)	EP 1.12:
431-I-26	Environmental facts. (Environmental Protection Agency)	EP 1.42:
431-I-33	Clean water, annual report to Congress. (Environmental Protection Agency)	EP 1.43:
431-I-51	Cost of clean air. (Environmental Protection Agency)	EP 1.62:
431-I-60	Radiological quality of the environment. (Radiation Programs Office)	EP 6.11:
431-I-64	Ocean dumping in the U.S. (Environmental Protection Agency)	EP 1.69:
431-I-66	EPA Journal, (Environmental Protection Agency)	EP 1.67:
431-J-01	Environmental outlook. (Environmental Protection Agency)	EP 1.93:
432	Reports and publications. (Fine Arts Commission)	FA 1.
434-A-02	Monthly energy review. (Energy Information Administration)	E 3.9:
435-E-08	Energy Information directory. (Energy Information Administration)	E 3.33:
435-E-18	Electric power annual. (Energy Information Administration)	E 3.11/17-10:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
435-E-24	State energy data reports. (Energy Information Administration)	E 3.42:
435-H	International energy annual. (Energy Information Administration)	E 3.11/20:
441-A	Annual report. (Federal Reserve System Board of Governors)	FR 1.1:
442	General publications. (Federal Reserve System)	FR 1.2:
443-A	Staff studies. (Federal Reserve System)	FR 1.51:
444-A	Aging. (National Clearinghouse on Aging)	HE 23.3110:
444-B	Bibliographies and lists of publications. (Health and Human Services)	HE 1.18:
	Catalog, HHS.	HE 1.18/3:
444-H	Telephone directory. (Health and Human Services)	HE 1.28:
444-M-nos.	Financial assistance by geographic area (federal region) (Health and Human Services)	HE 1.57:
444-N	Financial assistance by geographic area. (Education Department)	ED 1.35:
447-A-06	Bibliographies and lists of publications. (Aging Administration)	HE 23.3011:
447-A-09	Annual report. (Aging Administration)	HE 23.3001:
449	Children today. (Children's Bureau)	HE 23.1209:
454-C-06	Bibliographies and lists of publications. (Child Development Office)	HE 1.411:
455	Annual Report. (Education Department)	ED 1.1:
	Administration of P.L. 81-874 and 81-815, annual report. (Education Department)	ED 1.1/2:
455-A-02	Annual report, the right to read. (Education Department)	ED 1.12:
455-A-03	Catalog of federal education assistance programs. (Education Department)	ED 1.29:
455-A-09	Higher Education act, Title II-B, Library research development program, abstracts. (Education Office)	HE 19.135:
455-A-15	National advisory committee on higher education and black colleges and universities, annual report. (Education Department)	ED 1.21:
455-B	American education. (Education Department)	ED 1.10:
455-B-02	General publications. (Education Department)	ED 1.2:
455-D	Bibliographies and lists of publications. (Education Department)	ED 1.17:
455-F	Accredited postsecondary institutions and programs. (Education Department)	ED 1.38:
455-G-02	Basic student charges. (National Center for Educational Statistics)	HE 19.328:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
455-G-06	Bibliographies and lists of publications. (National Institute of Education)	ED 1.317:
455-J	Progress of education in the U.S. (Education Department)	ED 1.41:
455-K	Telephone directory. (Education Department)	ED 1.24:
460	Education directory: education associations. (Education Department)	ED 1.30:
460-A-10	Projections of education statistics. (National Center for Educational Statistics)	ED 1.120:
	Digest of education statistics.	ED 1.113:
460-A-14	Education around the world. (Education Department)	ED 1.36:
	Opportunities abroad for educators. (Education Department)	ED 1.19:
460-A-15	Library statistics at colleges and universities. (National Center for Educational Statistics)	ED 1.122:
460-A-22	Revenues and expenditures for public elementary and secondary education. (National Center for Educational Statistics)	ED 1.119:
460-A-52	Financial statistics of institutions of higher education. (National Center for Educational Statistics)	ED 1.116:
460-A-54	Earned degrees conferred. (National Center for Educational Statistics)	ED 1.117:
460-B-01	Statistics of public elementary and secondary day schools. (National Center for Educational Statistics)	ED 1.112:
461-A-01	General publications. (National Center for Educational Statistics)	ED 1.102:
461-A-12	Condition of education. (National Center for Educational statistics)	ED 1.109:
461-A-13	Basic educational opportunity grant prepay handbook. (Education Office)	HE 19.108/4:
461-A-14	Bulletins. (National Center for Education Statistics)	HE 19.303:
461-A-15	College costs. (National Center for Educational Statistics)	ED 1.121:
461-A-16	Education directory: college and universities.	ED 1.111:
	:local education agencies	ED 1.111/2:
	:state education agency officials (National Center for Education Statistics)	ED 1.111/3:
461-A-17	Bibliographies and lists of publications. (National Center for Education Statistics)	ED 1.114:
461-D-05	General publications. (National Institute of Education)	ED 1.302:
	Women's studies monograph series.	ED 1.312:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
466-A	Resources in education. (National Institute of Education)	ED 1.310:
466-A-01	Thesaurus of ERIC descriptors. (National Institute of Education)	ED 1.310/3:
466-A-02	Current Index to Journals in Education. (National Institute of Education)	ED 1.310/4:
467-A-03	Bibliographies and lists of publications. (National Institute on Drug Abuse)	HE 20.8211:
	Special bibliographies.	HE 20.8211/2:
467-A-05	Research issues. (National Institute on Drug Abuse)	HE 20.8214:
467-A-06	Statistical series, quarterly. (National Institute on Drug Abuse)	HE 20.8212/3:
467-A-11	Drug use among American high school students.	HE 20.8219:
	Highlights from student drug use in America. (National Institute on Drug Abuse)	HE 20.8219/2:
473-B-11	Bibliographies and lists of publications. (Pesticides and Toxic Substances Office)	EP 5.12:
474	Annual report. (Food and Drug Administration)	HE 20.4001:
474-A-02	Energy Abstracts for policy analysis. (Energy Department)	E 1.11:
474-B-04	Energy history series. (Energy Department)	E 1.78:
474-C-01	DOE/PE (Policy and evaluation) series. (Energy Department)	E 1.81:
475-F	Bibliographies and lists of publications. (Food and Drug Administration)	HE 20.4016:
475-H	FDA consumer. (Food and Drug Administration)	HE 20.4010:
	Consumer update.	HE 20.4010/3:
480-B	National Clearinghouse for Poison Control Centers directory. (Food and Drug Administration)	HE 20.4003/2-2:
481-A	Bibliography series. (Public Health Service)	HE 20.11:
	Bibliographies and lists of publications.	HE 20.11/2:
483-A-02	Forward plan for health. (Public Health Service)	HE 20.18:
483-A-08	Health, United States	HE 20.6223:
483-A-10	Annual report on carcinogens. (Public Health Service)	HE 20.23/4:
483-E-07	Progress in the prevention and control of air pollution, report to Congress. (Air Quality Planning and Standards Office)	EP 4.16:
483-F-01	Marihuana and Health, annual report to Congress. (National Institute on Drug Abuse)	HE 20.8210:
483-L-05	Bibliographies and lists of publications. (Centers for Disease Control)	HE 20.7019:
483-L-06	Health consequences of smoking. (Public Health Service)	HE 20.25/2:
485	General publications. (Public Health Service)	HE 20.2:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
491-B-16	National health care expenditures study, data preview. (National Center for Health Services Research)	HE 20.6513:
494-B-06	Poison control statistics. (Food and Drug Administration)	HE 20.4019:
494-B-08	Food and Drug Administration location directory.	HE 20.4037:
494-H-03	State legislation on smoking and health. (Health Education Bureau)	HE 20.7210:
497	Public health reports. (Health Resources Administration)	HE 20.6011:
497-C-02	New medical science for the 21st century. (National Institute of General Medical Sciences)	HE 20.3459:
498-C-06	Special report to the U.S. Congress on alcohol and health. (National Institute on Alcohol Abuse and Alcoholism)	HE 20.8313:
498-C-10	Research monographs. (National Institute on Alcohol Abuse and Alcoholism)	HE 20.8315:
498-C-12	Statistical compendium on alcohol and health. (National Institute on Alcohol Abuse and Alcoholism)	HE 20.8317:
499-M	Bibliographies and lists of publications. (Administration for Children, Youth and Families)	HE 23.1011:
500-E	Vital and health statistics. (National Center for Health Statistics)	HE 20.6209:
	Advance data from VHS.	HE 20.6209/3:
502-A-04	Statistical reports on older Americans. (National Clearinghouse on Aging)	HE 23.3112/2:
505-A-09	STD (Sexually transmitted diseases) fact sheet. (Centers for Disease Control)	HE 20.7018:
505-A-15	Abortion surveillance. (Centers for Disease Control)	HE 20.7011/20:
505-A-16	Nutrition surveillance (Centers for Disease Control)	HE 20.7011/24:
506-A	NIH publications list. (National Institutes of Health)	HE 20.3009:
	Bibliographies and lists of publications	HE 20.3012:
506-A-05	NIH scientific directory and annual bibliography. (National Institutes of Health)	HE 20.3017:
506-A-16	Telephone and service directory. (National Institutes of Health)	HE 20.3037:
506-C	Mental health directory. (National Institute of Mental Health)	HE 20.8123:
507-A-23	NIH almanac. (National Institutes of Health)	HE 20.3016:
507-B-09	Bibliographies and lists of publications. (National Institutes of Health)	HE 20.8113:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
507-B-13	Crime and delinquency issues. (National Institute of Mental Health)	HE 20.8114/3:
507-B-19	Alcohol health and research world. (National Institute of Alcohol Abuse and Alcoholism)	HE 20.8309:
507-B-25	New dimensions in mental health. (National Institute of Mental Health)	HE 20.8122/2:
507-B-32	Science reports. (National Institute of Mental Health)	HE 20.8131:
	Science monographs.	HE 20.8131/2:
507-B-34	National Clearinghouse for Mental Health Information: Literature survey series. (National Institute of Mental Health)	HE 20.8134:
507-G-03	Bibliographies and lists of publications. (National Cancer Institute)	HE 20.3165:
507-H-04	Bibliographies and lists of publications. (Health Resources Administration)	HE 20.6016:
507-P-03	Bibliographies and lists of publications. (National Institute of Environmental Health Sciences)	HE 20.3560:
508-A	Morbidity and mortality weekly report. (Centers for Disease Control)	HE 20.7009:
508-B	Monthly vital statistics report. (National Center for Health Statistics)	HE 20.6217:
508-F	Bibliographies and lists of publications. (National Library of Medicine).	HE 20.3614:
	Bibliography of history of medicine.	HE 20.3615:
508-G	Bibliographies and lists of publications. (National Center for Health Statistics)	HE 20.6216:
	Current list and topical index to vital health statistics series.	HE 20.6209/2:
508-N	Clearinghouse on health indexes, cumulated annotations. (National Center for Health Statistics)	HE 20.6216/2:
509-B	Health resources statistics. (National Center for Health statistics)	HE 20.6212:
510	Vital statistics of the U.S. (National Center for Health Statistics)	HE 20.6210:
512-A-08	Telephone directory. (Health Care Financing Administration)	HE 22.14:
512-A-10	Health care financing review. (Health Care Financing Administration)	HE 22.18:
516-B	Bibliographies and lists of publications. (Social Security Administration)	HE 3.38:
523	Social Security Bulletin. (Social Security Administration)	HE 3.3:
	Author, title and subject indexes.	HE 3.3/5:
523-A-01	Social security bulletin, statistical supplement.	HE 3.3/3:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
527-G	Telephone directory. (National Credit Union Administration)	NCU 1.14:
527-H	Credit union directory. (National Credit Union Administration)	NCU 1.16:
529-A-02	Telephone directory. (Human Development Services)	HE 23.11:
529-B-05	Bibliographies and lists of publications. (Human Development Services)	HE 23.9:
530-B-02	Status of children. (Administration for Children, Youth and Families)	HE 23.1009:
532-B-04	Bibliographies and lists of publications. (Public Services Administration)	HE 23.2011:
533	Annual report. (Federal Trade Commission)	FT 1.1:
535-A-01	Bibliographies and lists of publications. (Federal Trade Commission)	FT 1.22/3:
535	General publications. (Federal Trade Commission)	FT 1.2:
536-A	Quarterly financial report, manufacturing corporations. (Federal Trade Commission)	C 3.267:
543	Annual report. (General Accounting Office)	GA 1.1:
545-E	Congressional Sourcebook series. (General Accounting Office)	GA 1.22:
546-E	General Accounting Office publications.	GA 1.16/2:
	Monthly list of GAO reports.	GA 1.16/3:
	GAO documents, catalog of reports, decisions and opinions, testimonies and speeches. (General Accounting Office)	GA 1.16/4:
551	General publications. (Superintendent of Documents)	GP 3.2:
552	List of publications. (Superintendent of Documents)	GP 3.22:
552-A	Subject bibliographies. (Superintendent of Documents)	GP 3.22/2:
	Publications Reference File (MF). (Superintendent of Documents)	GP 3.22/3:
553	Numerical list and schedule of volumes of reports and documents of Congress. (Superintendent of Documents)	GP 3.7/2:
554	Price Lists. (Superintendent of Documents)	GP 3.9:
555-A	Publication announcements. (Superintendent of Documents)	GP 3.21:
556-A	U.S. Government Books. (Superintendent of Documents)	GP 3.17/5:
556-B	New Books. (Superintendent of Documents)	GP 3.17/6:
557-A(P) or B(MF)	Monthly Catalog of U.S. Government Publications. (Superintendent of Documents)	GP 3.8:

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569	General publications. (National Archives and Records Service)	GS 4.2:
569-C	Publications of the National Archives and Records Service.	GS 4.17:
	List of National Archives microfilm publications. (National Archives and Records Service)	GS 4.17/2:
569-C-01	National Audiovisual Center select list.	GS 4.17/5:
	List of audiovisual materials produced by the U.S. Government.	GS 4.17/5-2:
	Quarterly update, a comprehensive listing of new visual materials and services offered by the National Audiovisual Center.	GS 4.17/5-3:
	Medical catalog of audiovisual materials produced by the U.S. Government. (National Archives and Records Service)	GS 4.17/6:
569-D	Military operations of Civil War, guide index to official records of Union and Confederate armies, 1861-1865. (National Archives and Records Service)	GS 4.21:
570-A	Special lists. (National Archives and Records Service)	GS 4.7:
571	Territorial papers of U.S. (National Archives and Records Service)	GS 4.13:
572	Code of federal regulations: index and finding aids, (hardcopy). (Federal Register Office)	GS 4.108:
572-B (P) or C (MF)	Code of federal regulations. (Federal Register Office)	GS 4.108:
	Index and finding aids, Title 3, supplements.	GS 4.108/2:
573-C (P) or D (MF)	Federal Register (daily). (Federal Register Office)	GS 4.107:
573-B	Directory of federal regional structure. (Federal Register Office)	GS 4.119:
574-A	Public papers of the Presidents. (Federal Register Office)	GS 4.113:
	Proclamations and executive orders.	GS 4.113/2:
	Codification of presidential proclamations and executive orders.	GS 4.113/3:
575	Slip laws. (Federal Register Office)	GS 4.110:
576	Statutes at Large. (Federal Register Office)	GS 4.111:
	Table of laws affected	GS 4.111/2:
577	U.S. organization manual. (Federal Register Office)	GS 4.109:
577-A	Weekly compilation of presidential documents. (Federal Register Office)	GS 4.114:
580-B	Consumer information catalog. (Consumer Information Office)	GS 11.9:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
581	Annual report. (Housing and Urban Development Department)	HH 1.1:
	Annual report on national housing goals.	HH 1.79:
	National housing production report.	HH 1.79/2:
581-D	Bibliographies and lists of publications.	HH 1.23:
581-E-25	President's national urban policy report. (Housing and Urban Development Department)	HH 1.75:
581-E-33	Telephone directory. (Housing and Urban Development Department)	HH 1.92:
582-D	Housing and planning references, new series. (Housing and Urban Development Department)	HH 1.23/3:
582-M	HUD statistics yearbook. (Housing and Urban Development Department)	HH 1.38:
597-A-01	Savings and home financing sourcebook. (Federal Home Loan Bank Board)	FHL 1.11:
600-A	Bibliographies and lists of publications. (Interior Department)	I 1.89:
601-A	Conservation handbooks. (Interior Department)	I 1.95:
601-C	Telephone directory. (Interior Department)	I 1.86:
616-A-01	Bibliographies and lists of publications. (Fish and Wildlife Service)	I 49.18:
619-B	Bibliographies and lists of publications. (Geological Survey)	I 19.14/2:
619-E-nos.	Water resources data (by state). (Geological Survey)	I 19.53/2:
619-G	Catalog of published maps (by state).	I 19.41/6:
	Geologic map index by state. (Geological Survey)	I 19.41/8:
621-C	Annual report. (Geological Survey)	I 19.1:
622	New publications of Geological Survey.	I 19.14/4:
623	List of publications. (Geological Survey)	I 19.14:
627-A	Indians of (various states). (Indian Affairs Bureau)	I 20.51/2:
	Indians: subject:	I 20.51:
627-F	Bibliographies and lists of publications. (Indian Affairs Bureau)	I 20.48:
627-J	Kappler's Indian affairs, laws and treaties. (Interior Department)	I 1.107:
633-A	Your public lands. (Land Management Bureau)	I 53.12:
633-A-01	Managing the nation's public lands. (Land Management Bureau)	I 53.12/2:
633-C	Public land statistics. (Land Management Bureau)	I 53.1/2:
638	Lists of publications. (Mines Bureau)	I 28.5:
639	Minerals yearbook. (Mines Bureau)	I 28.37:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
642	New publications of Mines Bureau.	I 28.5/2:
646-B	National parks and landmarks. (National Park Service)	I 29.66:
646-K	Bibliographies and lists of publications. (National Park Service)	I 29.82:
648-D	National register of historic places. (Heritage Conservation and Recreation Service)	I 70.17:
648-G	Index, national park system and related areas. (National Park Service)	I 29.103:
654-C	Public use of the national park system. (National Park Service)	I 29.63:
672-C	Problems of Communism. (International Communication Agency)	IA 1.8:
717-Y-02	U.S. court directory. (Administrative Office of U.S. Courts)	Ju 10.17:
717-Y-05	U.S. courts, a pictorial summary. (Administrative Office of U.S. Courts)	Ju 10.12:
717-Y-06	Telephone directory. (Administrative Office of U.S. Courts)	Ju 10.20:
722	Uniform crime reports (annual). (Federal Bureau of Investigation)	J 1.14/7:
722-A	Law enforcement officers killed and assaulted, Uniform Crime Report	J 1.14/7-6:
	Analyses of assaults on federal officers.	J 1.14/7-3:
723-A	Annual report. (Immigration and Naturalization Service)	J 21.1:
726	Laws and regulations. (Immigration and Naturalization Service)	J 21.5:
	U.S. immigration laws, general information.	J 21.5/2:
740-A	Supreme Court decisions. (Supreme Court)	Ju 6.8/b:
740-B	Supreme Court decision, preliminary prints.	Ju 6.8/a:
741	United States Reports. (Supreme Court)	Ju 6.8:
744	Annual report. (Labor Department)	L 1.1:
744-A	Bibliographies and lists of publications. (Labor Department)	L 1.34:
746-C	Employment and training report of the president. (Labor Department)	L 1.42/2:
	Statistics on manpower, supplement to report of the president.	L 1.42/2-2:
754-E	Telephone directory. (Labor Department)	L 1.67:
766-L	Bibliographies and lists of publications. (Occupational Safety and Health Administration)	L 35.16:
768-A-01	Bulletins. (Labor Statistics Bureau)	L 2.3:
768-B	Employment and earnings. (Labor Statistics Bureau)	L 2.41/2:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
768-B-nos	Area wage surveys (summary & state). (Labor Statistics Bureau)	L 2.3/2:
768-C-02	Occupational outlook handbook. (Labor Statistics Bureau)	L 2.3/4:
768-C-03	Handbook of labor statistics. (Labor Statistics Bureau)	L 2.3/5:
768-E	Bibliographies and miscellaneous lists. (Labor Statistics Bureau)	L 2.34/2:
768-F	CPI Detailed report. (Labor Statistics Bureau)	L 2.38/3:
768-M	U.S. Dept. of State indexes of living costs abroad, quarters allowances, and hardship differential. (Labor Statistics Bureau)	L 2.101:
770	Monthly labor review. (Labor Statistics Bureau)	L 2.6:
770-A	Occupational outlook quarterly. (Labor Statistics Bureau)	L 2.70/4:
771-B	Producer prices and price indexes. (Labor Statistics Bureau)	L 2.61:
780-A-06	Occupational and career information series. (Employment and Training Administration)	L 37.16:
785	Annual report. (Library of Congress)	LC 1.1:
	Brief summary of major activities for fiscal year.	LC 1.1/2:
785-A	Bibliographies and lists of publications. (Library of Congress)	LC 1.12/2:
785-C	Library of Congress Information Bulletin.	LC 1.18:
785-D	Letters of delegates to Congress, 1774-1789. (Library of Congress)	LC 1.34:
785-H	Directory. (Library of Congress)	LC 1.40:
786	General publications. (Library of Congress)	LC 1.2:
802-A	Explanatory circulars. (Copyright Office)	LC 3.4/2:
807	Digest of public general bills with index. (Congressional Research Service)	LC 14.6:
807-A-01	Major legislation of the Congress. (Congressional Research Service)	LC 14.18:
807-A-02	CRS studies in the public domain. (Congressional Research Service)	LC 14.20:
811-B	Presidential papers index series. (Manuscript Division)	LC 4.7:
814-B	Cataloging service bulletin. (Processing Services)	LC 30.7/2:
815-A	Name authorities, cumulative edition. (Processing Services)	LC 30.21:
816	Monthly checklist of state publications. (Processing Services)	LC 30.9:
818-A-02	LC science tracer bulletin. (Science and Technology Division)	LC 33.10:
818-B	General publications. (Readers' Services)	LC 29.2:
819	Classification. (Subject Cataloging Division)	LC 26.9:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
821	Library of Congress classification, additions and changes. (Subject Cataloging Division)	LC 26.9/2:
823 (P) or 823-A-01 (MF)	Subject headings used in dictionary catalogs of Congress. (Subject Cataloging Division)	LC 26.7:
830-J	Bibliographies and lists of publications. (National Aeronautics and Space Administration)	NAS 1.9/2:
830-L-01	NASA headquarters telephone directory. (National Aeronautics and Space Administration)	NAS 1.24:
831-B-01	Reports and publications. (National Endowment for the Humanities)	NF 3.
831-B-02	Reports and publications. (National Endowment for the Arts)	NF 2.
831-B-03	Reports and publications. (National Foundation on the Arts and the Humanities)	NF 1.
834-B	Annual report. (National Science Foundation)	NS 1.1:
834-F-01	Mosaic. (National Science Foundation)	NS 1.29:
834-H	Bibliographies and lists of publications. (National Science Foundation)	NS 1.13:
834-Z	National Science Board NSB series. (National Science Foundation)	NS 1.28:
839-A-02	International mail. (U.S. Postal Service)	P 1.10/5:
839-A-03	National zip code directory. (U.S. Postal Service)	P 1.10/8:
840	Postage stamps of the U.S.	P 4.10:
843-B	Domestic mail manual. (U.S. Postal Service)	P 1.12/11:
848	Economic report of the President. (President of the United States)	Pr 40.9:
850	General publications. (President of the United States)	Pr 40.2:
851-J	Special commissions and committees. (President of the United States)	Pr 40.8:
853	Budget of the U.S. government. (Management and Budget Office)	PrEx 2.8:
853-A-01	Catalog of federal domestic assistance. (Management and Budget Office)	PrEx 2.20:
855-A	Budget in brief. (Management and Budget Office)	PrEx 2.8/2:
	Budget highlights.	PrEx 2.8/6:
855-B	Budget of the U. S.: special analysis. (Management and Budget Office)	PrEx 2.8/5:
856-A-07	World factbook. (Central Intelligence Agency)	PrEx 3.15:
856-A-15	Chiefs of state and cabinet members of foreign governments. (Central Intelligence Agency)	PrEx 3.11/2:
856-B-02	Report on national growth. (Domestic Council)	PrEx 15.9:
856-E-01	Annual report. (Council on Environmental Quality)	PrEx 14.1:
857-B-01	Annual report. (Special Action Office for Drug Prevention)	PrEx 20.1:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
857-G-02	Annual report. (Drug Abuse Policy Office)	Pr Ex 24.1:
862-A	African series. (State Department)	S 1.116:
862-B	Background notes. (State Department)	S 1.123:
	Index, background notes.	S 1.123/2 :
863	Department and foreign service series. (State Department)	S 1.69:
864	Department of State bulletin. (State Department)	S 1.3:
864-B	State. (State Department)	S 1.118:
864-B-01	Special reports. (State Department)	S 1.129:
865	Diplomatic list. (State Department)	S 1.8:
865-B	Documents on disarmament. (Arms Control and Disarmament)	AC 1.11/2:
868-B	Economic foreign policy series. (State Department)	S 1.71/3:
868-C	Employees of diplomatic missions. (State Department)	S 1.8/2:
869	European and British Commonwealth series. (State Department)	S 1.74:
870	East Asia and Pacific series. (State Department)	S 1.38:
872	Foreign relations of the U.S. (State Department) (by countries) (conferences)	S 1.1:
875	General foreign policy series. (State Department)	S 1.71:
876	General publications. (State Department)	S 1.2:
876-A-01	Selected documents. (State Department)	S 1.131:
876-B-01	Bibliographies and lists of publications. (State Department)	S 1.30/3:
876-C	Telephone directory. (State Department)	S 1.21:
877	Inter-American series. (State Department)	S 1.26:
877-C	Current policy. (State Department)	S 1.71/4:
878	International information cultural series. (State Department)	S 1.67:
882-B	International organization and conference series. (State Department)	S 1.70:
883	Near and Middle Eastern series. (State Department)	S 1.86:
883-A	Near East and South Asian series. (State Department)	S 1.86/2:
899	Treaties and other international acts. (State Department)	S 9.10:
899-A	Treaties and other international agreements of the U.S. (State Department)	S 9.12/2:
900-A	Treaties in force, list of treaties and other international agreements. (State Department)	S 9.14:
900-D	Reports and publications. (Peace Corps)	PE 1.2:
901-A	Annual report. (Small Business Administration)	SBA 1.1:
	State of small business.	SBA 1.1/2:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
903	Annual report. (Securities and Exchange Commission)	SE 1.1:
903-A	Directory of companies filing annual reports with SEC under Securities and Exchange Act of 1934. (Securities and Exchange Commission)	SE 1.27:
906-A	Official summary of security transactions and holding reports to SEC. (Securities & Exchange Commission)	SE 1.9:
908-A	SEC monthly statistical review. (Securities and Exchange Commission)	SE 1.20:
909	Smithsonian year. (Smithsonian Institution)	SI 1.1:
	Statement by the secretary.	SI 1.1/4:
909-C	Bibliographies and lists of publications. (Smithsonian Institution)	SI 1.17/2:
909-D-01	Handbook of North American Indians. (Smithsonian Institution)	SI 1.20/2:
910	General publications. (Smithsonian Institution)	SI 1.2:
915	Annual report. (American Historical Association)	SI 4.1:
916	General publications. (National Collection of Fine Arts)	SI 6.2:
917	General publications. (National Gallery of Art)	SI 8.2:
	Handbooks, manuals, guides.	SI 8.8:
922-B	General publications. (National Portrait Gallery)	SI 11.2:
922-B-01	General publications. (Hirshhorn Museum and Sculpture Garden)	SI 13.2:
923	Annual report on revenue sharing.	T 1.1/2:
924-A	Telephone directory. (Treasury Department)	T 1.28:
926-A	Treasury bulletin. (Treasury Department)	T 1.3:
948-B	Telephone directory. (Customs Service)	T 17.15:
955	Annual report. (Internal Revenue Service)	T 22.1:
955-B	IRS phone book, national office. (Internal Revenue Service)	T 22.48:
964	Statistics of income. (Internal Revenue Service)	T 22.35/2:
	Statistics of income, preliminary.	T 22.35/3:
964-B	Your federal income tax. (Internal Revenue Service)	T 22.44:
	Tax information, IRS publications.	T 22.44/2:
	Catalog and index to taxpayer information.	T 22.44/3:
964-C	SOI (Statistics of income) bulletin. (Internal Revenue Service)	T 22.35/4:
968-B	Drug enforcement. (Drug Enforcement Administration)	J 24.3/2:
968-H-15	Bibliographies and lists of publications. (National Institute of Justice)	J 28.11:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
982-C	Annual report. (Transportation Department)	TD 1.1:
982-C-07	Telephone directory. (Transportation Department)	TD 1.9:
982-C-12	Bibliographies and lists of publications. (Transportation Department)	TD 1.15/2:
982-G-36	Cost of owning and operating automobiles and vans. (Federal Highway Administration)	TD 2.60:
991	U.S. Code and supplements. (Congress)	Y 1.2/5:
992	Congressional directory. (Joint Committee on Printing)	Y 4.P93/1:1
993 (P) or 993-A (MF)	Congressional record (bound). (Congress)	X.
994	Congressional record (daily). (Congress)	X/a.
996-A (P) or 996-B (MF)	House and Senate documents. (Congress)	Y 1.
997	Economic Indicators. (Joint Economic Committee)	Y 4.Ec7:Ec7
998	General publications. (House of Representatives)	Y 1.2:
998-A-01	General publications. (Senate)	Y 1.3:
1000-B (P) or 1000-C (MF)	Reports and publications. (Joint Economic Committee)	Y 4.Ec7:
1005-A	Background papers. (Congressional Budget Office)	Y 10.9:
1005-C	General publications. (Congressional Budget Office)	Y 10.2:
1005-D	Technical analysis papers. (Congressional Budget Office)	Y 10.11:
1005-E	Budget issue papers. (Congressional Budget Office)	Y 10.12:
1005-F	Report to the Senate and House Committees on budget as required by P.L. 93-344. (Congressional Budget Office)	Y 10.13:
1005-G	List of publications (Congressional Budget Office)	Y 10.14:
1005-H	Bibliographies and lists of publications. (Congressional Budget Office)	Y 10.15:
1008-D (P) or 1008-E (MF)	House and Senate reports on public bills (Serial set)	Y 1:
1009-B-06 (P) or 1009-C-06 (MF)	Reports and publications. (House Select Committee on Intelligence)	Y 4. In8/18:
1009-B-07 (P) or 1009-C-07 (MF)	Reports and publications. (Senate Select Committee on Intelligence)	Y 4.In8/19:
1009-B-08	Reports and publications. (House Select Committee on Narcotics Abuse and Control)	Y 4.N16:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
1011 (P) or 1011-A (MF)	Reports and publications. (House Committee on Appropriations)	Y 4.Ap6/1:
1015-A (P) or 1015-B (MF)	Reports and publications. (House Committee on Education and Labor)	Y 4.Ed8/1:
1017-A (P) or 1017-B (MF)	Reports and publications. (House Committee on Foreign Affairs)	Y 4.F76/1:
1020-A (P) or 1020-B (MF)	Reports and publications. (House Committee on Judiciary)	Y 4.J89/1:
1030-A (P) 1030-B (MF)	House Journal. (House of Representatives)	XJH:
1033 (P) or 1033-A (MF)	Reports and publications. (Senate Committee on Appropriations)	Y 4.Ap6/2:
1039-A (P) or 1039-B (MF)	Reports and publications. (Senate Committee on Foreign Relations)	Y 4.F76/2:
1042-A (P) or 1042-B (MF)	Reports and publications. (Senate Committee on Judiciary)	Y 4.J89/2:
1043-A (P) 1043-B (MF)	Reports and publications. (Senate Committee on Labor and Human Resources)	Y 4.L11/4:
1047-A (P) or 1047-B (MF)	Senate Journal. (Senate)	XJS:
1049-D	Reports and publications. (Advisory Commission on Intergovernmental Relations)	Y 3.Ad9/8:
1051-H	Nuclear safety. (Energy Department)	E 1.93:
1051-H-19	Telephone directory. (Nuclear Regulatory Commission)	Y 3.N88:14
1053	Annual report. (Nuclear Regulatory Commission)	Y 3.N88:1
1061-F	Reports and publications. (National Commission on Libraries and Information Science)	Y 3.L61:
1062-C-05	Annual Report. (Consumer Product Safety Commission)	Y 3.C76/3:1
1088	Reports and publications. (White House Conferences)	Y 3.W58
1089-C (P) or 1089-D (MF)	Reports and publications. (Commission on Security and Cooperation in Europe)	Y 4.Se2:
1090	Reports and publications. (Water Resources Council)	Y 3.W29:
1091-A	Reports and publications. (Federal Election Commission)	Y 3.El2/3:

Suggested Core Collection: Law Library

The titles in this list were taken from the March, 1984 *List of Classes of United States Government Publications*. This list, from the Law Library of Georgia State University, is simply a collection of "suggested" titles appropriate for a law collection. Obviously, the librarian will select documents according to the goals of the institution. If a law school has a strong patent law program, the librarian will find the *Patent Gazette* an essential tool. A strong environmental law program will require selection of energy and environment documents. Annual reports include very useful information and librarians may want to select those of the major agencies. Librarians with space problems will be grateful for the option of choosing Congressional materials in microfiche.

If a university library is within a short distance, there should be cooperation between the two depositories regarding the selection of items. Usually, the university library will select the census publications, thus relieving the law library of the task. If the university library selects a particular title in fiche, the law library may consider selecting it in hardcopy in order to give the academic community an option between the two formats.

Law librarians are urged to consider carefully the value of the category

"Laws, Regulations, Rules, Instructions." These materials are available in many other more convenient and current commercial publications. Law librarians should also be wary of the catch-all categories "General Publications" and "Handbooks, Manuals, Guides." These categories typically include brochures and miscellaneous publications. Selections of these categories would prove to be of questionable value in a law library.

For additional information on core collections see:

Boast, Carol. "Federal Depository Documents of Interest to Law School Libraries—An Annotated List" Paper (*Putting Documents to Work*) delivered at the American Association of Law Libraries Annual Meeting, Rochester, N.Y., 1978.

Larson, K. "Establishing a New GPO Depository Documents Department in an Academic Law Library," 72 *Law Library Journal* 477 (1979).

Schlueter, K. "Selection of Government Documents in Law School Libraries," 71 *Law Library Journal* 477 (1978).

Willis and Hutchins, "Law Libraries and the Depository Program," 65 *Law Library Journal* 190 (1972).

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
2	Agriculture Decisions (monthly) (P) Agriculture	A 1.58/a:
17	Yearbook (P) Agriculture	A 1.10:
126-D-06	Interagency Task Force on Product Liability, ITFPL-(series) (MF) Commerce	C 1.66:
138	Bureau of Census Catalog of Publications (P) Census Bureau	C 3.163/3:
140-B	Congressional District Atlas (P) Census Bureau	C 3.62/5:
150	Statistical Abstracts of U.S. (annual) (P) Census Bureau	C 3.134:
	State and Metropolitan Area Data Book, Statistical Abstract Supplement (P) Census Bureau	C 3.134/5:
150-A	Pocket Data Book (P) Census Bureau	C 3.134/3:
151	Statistical Abstracts of U.S. Supplement (P) Census Bureau	C 3.134/2:
179	Cumulative Index Digest (MF) Civil Aeronautics Board	CAB 1.21:
208-A	Annual Report Community Relations Service	J 23.1:
208-A-01	General Publications Community Relations Service	J 23.2:
208-A-02	Handbooks, Manuals, Guides (P) Community Relations Service	J 23.8:
231-B-04	Franchise Opportunities Handbook (P) Industrial Economics Bureau	C 62.14:
233-A	Reports (decisions) (MF) Federal Maritime Commission	FMC 1.10:
262-A	Roster of Attorneys and Agents Registered to Practice Before the U.S. Patent Office (MF) Patent and Trademark Office	C 21.9:
	Attorneys and Agents Registered to Practice Before U.S. Patent Office (MF) Patent and Trademark Office	C 21.9/2:
284	Federal Communications Commission Reports: Second Series (P) Federal Communications Commission	CC 1.12/2:
284-A	Federal Communications Commission Reports (weekly) (P) Federal Communications Commission	CC 1.12/2a:
288-A	Annual Reports and Publications Civil Rights Commission	CR 1:
288-A-01	Hearings and Conferences Civil Rights Commission	CR 1.8:
290-H-08	Digest of Significant Classification Decisions and Opinions (quarterly) Personnel Management Office	PM 1.40:
290-K-03	Decisions (P) Merit Systems Protection Board	MS 1.10:
290-K-04	Digest (monthly) Merit Systems Protection Board	MS 1.11:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
311-A	Annual Report of Court of Military Appeals Defense Department	D 1.19:
327-F	Pamphlets: 27-50-nos. Army Lawyer (monthly) (P) Army Department	D 101.22:
327-G	Pamphlets: 27-100-nos. Military Law Review (quarterly) Army Department	D 101.22:
327-J	Pamphlets: 550-nos. Area Handbooks, Bibliographies, etc. Army Department	D 101.22:
348-C	Handbooks, Manuals, Guides (P) Judge Advocate General's Office (Army)	D 108.10:
348-E	The Advocate (bimonthly) (P) Legal Services Agency (Army)	D 108.109:
349	Manual for Courts-Martial (P) Defense Department	D 1.15:
380-A	Handbook, Manuals, Guides (P) Judge Advocate General (Navy)	D 205.6/2:
381	JAG Journal (semiannual) Judge Advocate General (Navy)	D 205.7:
408-A	International Law Studies: Indexes (P) Naval War College, Newport	D 208.207/2:
	International Law Studies (P) Naval War College, Newport	D 208.207:
427-B	Air Force Law Review (quarterly) (P) Judge Advocate General (Air Force)	D 302.9:
427-C	The Reporter (bimonthly) Judge Advocate General (Air Force)	D 302.11:
427-D	Handbooks, Manuals, Guides (P) Judge Advocate General (Air Force)	D 302.8:
431-I-02	Environmental Laws, Highlights (P) Environmental Protection Agency	EP 1.5/2:
431-I-58	Decisions of the Administrator and Decisions of the General Counsel (P) Environmental Protection Agency	EP 1.66:
438	Opinions and Decisions (P) (bound volumes) Federal Power Commission	FP 1.20:
438-C	Federal Energy Guidelines, FERC Reports (P) Federal Energy Regulatory Commission	E 2.17:
443	Handbooks, Manuals, Guides Federal Reserve System Board of Governors	FR 1.8/3:
444-K-04	Mental Retardation and the Law President's Committee on Mental Retardation	HE 23.110:
445-L-05	Child Abuse and Neglect Research Children's Bureau	HE 23.1210/2:
475-J	Fact Sheets Drug Enforcement Administration	J 24.10:
478	Preamble Compilation Food and Drug Administration	HE 20.4006/2:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
494-H-03	State Legislation on Smoking and Health (P) Health Education Bureau	HE 20.7210:
507-B-13	Center for Delinquency Issues National Institute of Mental Health	HE 20.8114/3:
507-B-20	Center for Studies of Crime and Delinquency: Research Reports National Institute of Mental Health	HE 20.8114/2:
510	Vital Statistics of U.S. (P) National Center for Health Statistics	HE 20.6210:
512-A-24	Health Care Financing Administration Rulings (P) Health Care Financing Administration	HE 22.15:
523	Social Security Bulletin (P) Social Security Ad- ministration	HE 3.3:
523-A	Social Security Rulings, Cumulative Bulletins (P) Social Security Administration	HE 3.44/2:
	Social Security Rulings (P) Social Security Ad- ministration	HE 3.44:
523-A-01	Social Security Bulletin, Statistical Supplements (P) Social Security Administration	HE 3.3/3:
530-B-07	Domestic Violence Monograph Series (MF) Chil- dren, Youth and Families Administration	HE 23.1015/2:
534	FTC Decisions (bound volumes) (P) Federal Trade Commission	FT 1.11:
538	Rules of Practice (P) Federal Trade Commission	FT 1.7:
539	Court Decisions (P) Federal Trade Commission	FT 1.13:
544	Decisions of Comptroller General (bound vol- umes) (P) General Accounting Office	GA 1.5:
545-E	Congressional Sourcebook Series General Ac- counting Office	GA 1.22:
546	Index-Digest of Published Decisions of Comp- troller General (P) General Accounting Office	GA 1.5/3:
546-C	Personnel Law, Civilian Personnel and Military Personnel (P) General Accounting Office	GA 1.5/13:
546-D-01	Comptroller General of the United States (Deci- sions, Testimonies, Reviews) (P) General Ac- counting Office	GA 1.5/2:
546-E	GAO Documents, Catalog of Reports, Decisions, and Opinions, Testimonies, and Speeches (P) General Accounting Office	GA 1.16/4:
546-F	Quarterly Digest of Unpublished Decisions of the Comptroller General of the United States: Pro- curement Law (MF) General Accounting Office	GA 1.5/10:
546-G	Quarterly Digest of Unpublished Decisions of the Comptroller General of the United States: Transportation (P) General Accounting Office	GA 1.5/8:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
546-J	Quarterly Digest of Unpublished Decisions of the Comptroller General of the United States: General (P) General Accounting Office	GA 1.5/9:
548	General Publications Government Printing Office Handbooks, Manuals, Guides (P) Government Printing Office	GP 1.2: GP 1.23/4:
548-B	Marketing Moves, the Marketing Bulletin (P) Government Printing Office	GP 1.38:
551	General Publications Superintendent of Docu- ments	GP 3.2:
552	List of Publications (miscellaneous) (P) Superin- tendent of Documents	GP 3.22:
552-A	Subject Bibliographies, SB-(series) (P) Superin- tendent of Documents	GP 3.22/2:
552-B	Publications Reference File (bimonthly) (MF) Su- perintendent of Documents	GP 3.22/3:
	Cumulative Price and Status Change Reports (bi- weekly) (MF) Superintendent of Documents	GP 3.22/3-4:
553	Numerical Lists and Schedule of Volumes (P) Superintendent of Documents	GP 3.7/2:
553-A	Final Cumulative Finding Aid, House and Senate Bills (annual) (P) Superintendent of Documents	GP 3.28:
554	Price Lists (numbered) (P) Superintendent of Documents	GP 3.9:
555-A	Publication Announcements (P) Superintendent of Documents	GP 3.21:
556-A	U.S. Government Books (quarterly) (P) Superin- tendent of Documents	GP 3.17/5:
556-B	New Books (bimonthly) (P) Superintendent of Documents	GP 3.17/6:
557-A (P) or B (MF)	Monthly Catalog of United States Government Publications Superintendent of Documents	GP 3.8:
569-C	Publications (P) National Archives and Records Service	GS 4.17:
572	Code of Federal Regulations: Index and Finding Aids (P) Federal Register Office	GS 4.108:
572-B (P) or C (MF)	Index and Finding Aids, Title 3, Supplements Federal Register Office	GS 4.108/2:
572-B (P) or C (MF)	Code of Federal Regulations Federal Register Office	GS 4.108:
573	Federal Register Reprint Series (and unnum- bered separates) (P) Federal Register Office	GS 4.107/a:
573-B	Directory of Federal Regional Structure (P) Fed- eral Register Office	GS 4.119:
573-C (P) or D (MF)	Federal Register (daily) Federal Register Office	GS 4.107:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
574	General Publications Federal Register Office	GS 4.102:
574-A	Public Papers of Presidents of United States (annual) (P) Federal Register Office	GS 4.113:
	Codification of Presidential Proclamations and Executive Orders (P) Federal Register Office	GS 4.113/3:
	Proclamations and Executive Orders (P) Federal Register Office	GS 4.113/2:
575	Slip Laws (public) (P) Federal Register Office	GS 4.110:
576	Statutes at Large (P) Federal Register Office	GS 4.111:
	Tables of Laws Affected (P) Federal Register Office	GS 4.111/2:
577	United States Government Manual (annual) (P) Federal Register Office	GS 4.109:
577-A	Weekly Compilation of Presidential Documents (P) Federal Register Office	GS 4.114:
581-E-30	Legal opinions of the Office of General Counsel (P) Housing and Urban Development Depart- ment	HH 1.86:
582-M	HUD Statistical Yearbook (P) Housing and Urban Development Department	HH 1.38:
597-A	Federal Home Loan Bank Board Journal (month- ly) (P) Federal Home Loan Bank Board	FHL 1.27:
602	Decisions (P) Interior Department	I 1.69:
	Decisions Cumulative Index-Digest of Unpub- lished Decisions (P) Interior Department	I 1.69/2-3:
602-A	Decisions (Preprints) Interior Department	I 1.69/a:
602-B	Opinions of the Solicitor Relating to Indian Af- fairs (P) Interior Department	I 1.69/9:
602-C	Decisions Index-Digest (P) Interior Department	I 1.69/2:
627-J	Kappler's Indian Affairs, Laws and Treaties (P) Interior Department	I 1.107:
676	ICC Acts, Annotated Interstate Commerce Com- mission	IC 1 act. 5/2:
677	ICC Reports (P) Interstate Commerce Commis- sion	IC 1.6:
716-C	Attorney General's Annual Report, Federal Law Enforcement and Criminal Justice Assistance Activities (MF) Justice Department	J 1.32/2:
717	LEAA Grants and Contracts Dissemination Doc- uments (MF) Justice Department	J 1.33/2:
	General Publications Justice Department	J 1.2:
	LEAA Grants and Contracts (lists) (MF) Justice Department	J 1.33:
717-A	Regulations, Rules, Instructions (P) Justice De- partment	J 1.8:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
717-A-01	Handbooks, Manuals, Guides Justice Department	J 1.8/2:
717-A-02	Telephone Directory (annual) (P) Justice Department	J 1.89:
717-B	Awards: LEEP Participating Institutions, Program Year (MF) Law Enforcement Assistance Administration	J 26.23:
717-B-01	Justice Assistance News (10 times a year) Justice Department	J 1.59:
717-B-02	Bicentennial Lecture Series Justice Department	J 1.34:
717-B-03	PROMIS Research Project Publications Justice Department	J 1.52:
717-B-04	Juvenile Court Statistics Justice Department	J 1.53:
717-B-05	Program Models (MF) National Institute of Justice	J 28.9:
717-B-06	United States Attorneys' Offices Statistical Report (annual) (MF) Justice Department	J 1.55:
717-B-07	Freedom of Information Case List (irregular) Justice Department	J 1.56:
717-B-08	Criminal Justice Research Solicitation Law Enforcement Assistance Administration	J 26.18:
717-B-09	Employment Fact Book (semiannual) Justice Department	J 1.57:
717-B-10	Program and Resource Digest (fiscal year) Justice Department	J 1.86:
717-B-11	FOIA Update (quarterly) Justice Department	J 1.58:
717-B-12	National Advisory Committee for Juvenile Justice and Delinquency Prevention: Annual Report Law Enforcement Assistance Administration	J 26.1/4:
717-B-13	Annual Report of Justice System Improvement Act Agencies (MF) Justice Department	J 1.87:
717-B-14	Legal Activities (annual) (P) Justice Department	J 1.88:
717-C	Annual Report of the National Institute for Juvenile Justice and Delinquency Prevention Law Enforcement Assistance Administration	J 26.1/2:
717-C-01	Annual Report of Attorney General of the U.S. Justice Department	J 1.1:
717-C-02	Annual Report, Board of Parole Justice Department	J 1.15/1:
717-C-04	Opinions of the Office of Legal Counsel Justice Department	J 1.5/4:
	Legal Opinions of the Office General Counsel of the LEAA (P) Justice Department	J 1.5/3:
717-C-05	FBI Law Enforcement Bulletin (monthly) Federal Bureau of Investigation	J 1.14/8:

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717-C-05	Crime Laboratory Digest (quarterly) (P) Federal Bureau of Investigation	J 1.14/18:
717-C-06	LEAA (Activities) (Annual) Justice Department	J 1.1/2-2:
717-C-07	FBI Bomb Data Program, General Information Bulletins Federal Bureau of Investigation	J 1.14/8-2:
717-C-08	Federal Parole Decision-Making: Selection Reprints United States Parole Commission	J 27.9:
717-C-09	Report of the United States Attorney for the District (area) to the Attorney General Executive Office for the United States Attorneys	J 31.9:
717-C-10	Analysis and Evaluation, Federal Juvenile Delinquency Programs (annual) Law Enforcement Assistance Administration	J 26.25:
717-C-11	Annual Report to the Congress on the Activities of the Rehabilitation Act Interagency Coordinating Committee Justice Department	J 1.1/5:
717-C-12	Handbooks, Manuals, Guides (P) United States Parole Commission	J 27.8:
717-D	PR (series) Justice Department	J 1.36:
717-E	Criminal Justice Research (P) National Institute of Justice	J 28.17:
717-G	Library Book Catalog (P) Justice Department	J 1.20/3:
	Bibliographies and Lists of Publications (P) Justice Department	J 1.20/2:
717-H	Criminal Justice Agencies Justice Department	J 1.39:
717-I	Statistics Technical Reports Justice Department	J 1.40:
717-J	NIJ Standard (series) National Institute of Justice	J 28.15:
717-K-01	National Criminal Justice Reference Service: Document Retrieval Index (MF) Law Enforcement Assistance Administration	J 26.26:
717-L	List of Participating Institutions (fiscal year) Justice Department	J 1.43:
717-M	Selected Topic Digests (numbered) Justice Department	J 1.42/2:
717-N	LEAA Emergency Energy Committee: Energy Reports (numbered) Justice Department	J 1.45:
717-N-01	Research (series) Law Enforcement Assistance Administration	J 26.15:
717-N-02	LEAA: Program Results Inventory (annual) Justice Department	J 1.51:
717-N-03	Report of the U.S. Department of Justice Pursuant to Section 8 of the Federal Coal Leasing Amendments Act of 1975 (annual) (MF) Justice Department	J 1.27/3:

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717-N-04	National Institute of Law Enforcement and Criminal Justice: Program Plan Fiscal Year (MF) Law Enforcement Assistance Administration	J 26.24:
717-N-05	Reports of the National Juvenile Justice Assessment Centers (series) (MF) Law Enforcement Assistance Administration	J 26.27:
717-N-06	Monograph (series) (MF) National Institute of Justice	J 28.18:
717-O	Exemplary Project Reports (MF) National Institute of Justice	J 28.10:
717-P	NILECJ-Guide (series) (numbered) Justice Department	J 1.41/3:
717-Q	NCJRS Documents Loan Program, Document List Justice Department	J 1.20/4:
717-R	National Evaluation Program (series) (P) National Institute of Justice	J 28.21:
717-R-01	General Publications Justice Statistics Bureau	J 29.2:
717-R-02	Handbooks, Manuals, Guides (P) Justice Statistics Bureau	J 29.8:
717-R-03	NILECJ Evaluation (MF) Law Enforcement Assistance Administration	J 26.21/2:
717-S	Evaluation Document Loan List (quarterly) Justice Department	J 1.20/5:
717-T	Federal Probation (quarterly) (P) Administrative Office of U.S. Courts	Ju 10.8:
717-U	Report of the Advisory Committee to the Administrator on Standards for the Administration of Juvenile Justice Justice Department	J 1.48:
717-V	Cost Analysis of Correctional Standards Justice Department	J 1.49:
717-W	Office of Juvenile Justice and Delinquency Prevention: Annual Report Justice Department	J 1.47:
717-X	Federal Court Management Statistics (MF) Administrative Office of U.S. Courts	Ju 10.14:
717-X-01	Directory of U.S. Probation Officers (quarterly) Administrative Office of U.S. Courts	Ju 10.15:
717-Y	Grand and Petit Juror Service in U.S. District Courts Administrative Office of U.S. Courts	Ju 10.13:
717-Y-01	Report on the Implementation of Title 1 and Title 2 of the Speedy Trial Act of 1974 (annual) (MF) Administrative Office of U.S. Courts	Ju 10.16:
717-Y-02	United States Court Directory (annual) (P) Administrative Office of U.S. Courts	Ju 10.17:

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717-Y-03	Report on Applications for Orders Authorizing or Approving the Interception of Wire or Oral Communications Administrative Office of U.S. Courts	Ju 10.19:
717-Y-04	United States District Courts Sentences Imposed Chart (annual) Administrative Office of U.S. Courts	Ju 10.18:
717-Y-05	U.S. Courts, A Pictorial Summary (annual) Administrative Office of U.S. Courts	Ju 10.12:
717-Y-06	Telephone Directory (P) Administrative Office of U.S. Courts	Ju 10.20:
717-Z	Report of Attorney General Pursuant to section 252(i) of the Energy Policy and Conservation Act (MF) Justice Department	J 1.27/2:
718	Official Opinions of Attorneys' General (bound volumes) (P) Justice Department	J 1.5:
	Opinions of Attorney General (separate opinions) (P) Justice Department	J 1.5/a:
718-A	General Publications National Institute of Justice	J 28.2:
718-A-01	Policy Briefs: Action Guides for Legislators and Government Executives (P) National Institute of Justice	J 28.8/2:
718-A-02	Test Design (series) (MF) National Institute of Justice	J 28.12:
718-A-03	Research Bulletin (irregular) (MF) National Institute of Justice	J 28.19:
718-A-04	Criminal Justice Research Utilization Program (MF) National Institute of Justice	J 28.13:
718-A-05	General Publications (P) Juvenile Justice and Delinquency Prevention Office	J 32.2:
718-A-06	Handbooks, Manuals, Guides (P) Juvenile Justice and Delinquency Prevention Office	J 32.8:
718-A-07	Issues and Practices (irregular) (P) National Institute of Justice	J 28.23:
718-A-08	Annual Report (P) Juvenile Justice and Delinquency Prevention Office	J 32.1:
719	Register, Department of Justice and the Courts of the U.S. Justice Department	J 1.7:
719-B	Report of Attorney General Pursuant to Sec. 2 of Joint Resolution Consenting to an Interstate Compact to Conserve Oil and Gas (annual) (MF) Justice Department	J 1.27:
719-C	Report of Attorney General to Congress on Administration of Foreign Agents Registration Act (MF) Justice Department	J 1.30:

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719-D	Identical Bidding in Public Procurement Report of the Attorney General (MF) Justice Department	J 1.31:
721	General Publications Federal Bureau of Investigation	J 1.14/2:
721-A	Annual Report Federal Bureau of Investigation	J 1.14/1:
722	Uniform Crime Reports (annual) Federal Bureau of Investigation	J 1.14/7:
722-A	Law Enforcement Officers Killed and Assaulted, Uniform Crime Report (Series) (annual) Federal Bureau of Investigation	J 1.14/7-6:
722-A-01	Handbooks, Manuals, Guides Federal Bureau of Investigation	J 1.14/16:
723	Administrative Decisions Under Immigration and Nationality Laws (P) Immigration and Naturalization Service	J 21.11:
723-A	Annual Report Immigration and Naturalization Service	J 21.1:
723-A-01	Interim Decisions (P) Immigration and Naturalization Service	J 21.11/2:
723-B	Citizenship Day and Constitution Week Guide (annual) Immigration and Naturalization Service	J 21.14:
724	Federal Textbooks on Citizenship (P) Immigration and Naturalization Service	J 21.9:
724-A	INS Reporter (quarterly) (P) Immigration and Naturalization Service	J 21.10/2:
725	General Publications Immigration and Naturalization Service	J 21.2:
725-A	Handbooks, Manuals, Guides (P) Immigration and Naturalization Service	J 21.6/3:
726	Laws and Regulations (P) Immigration and Naturalization Service	J 21.5:
	U.S. Immigration Laws, General Information (P) Immigration and Naturalization Service	J 21.5/2:
726-A	Operations, Instructions, Regulations, and Interpretations (P) Immigration and Naturalization Service	J 21.6/2:
726-A-01	Bibliographies and Lists of Publications (P) Immigration and Naturalization Service	J 21.16:
726-C-01	General Publications Prisons Bureau	J 16.2:
726-C-02	Handbooks, Manuals, Guides (P) Prisons Bureau	J 16.6/2:
726-C-03	Statistical Reports, Fiscal Year (MF) Prisons Bureau	J 16.23/5:
726-C-04	National Institute of Corrections, Annual Program Plan, Fiscal Year (MF) Prisons Bureau	J 16.26:

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726-C-05	Annual Report (MF) Prisons Bureau	J 16.1:
728	Annual Report (P) Administrative Office of U.S. Courts	Ju 10.1:
	Reports of the Proceedings of the Judicial Conference of the United States and Annual Report of the Director Administrative Office of U.S. Courts	Ju 10.1/2:
728-A	Federal Offenders in the United States District Courts (P) Administrative Office of U.S. Courts	Ju 10.11:
728-B	The Third Branch, Bulletin of Federal Courts	Ju 10.3/2:
729	General Publications Administrative Office of U.S. Courts	Ju 10.2:
	Reports of Proceedings of Judicial Conference of U.S. (MF) Administrative Office of U.S. Courts	Ju 10.10:
	Reports of Proceedings of Special Sessions of Judicial Conference of U.S. (P) Administrative Office of U.S. Courts	Ju 10.10/2:
729-A	Regulations, Rules, Instructions (P) Administrative Office of U.S. Courts	Ju 19.6:
729-B	Handbooks, Manuals, Guides (P) Administrative Office of U.S. Courts	Ju 10.6/2:
729-C	Tables of Bankruptcy Statistics (MF) Administrative Office of U.S. Courts	Ju 10.9:
729-D	Federal Judicial Workload Statistics (quarterly) Administrative Office of U.S. Courts	Ju 10.21:
729-E	Equal Employment Opportunity in the Federal Courts (annual) (MF) Administrative Office of U.S. Courts	Ju 10.22:
730	Court of Claims Reports (P) Court of Claims	Ju 3.9:
731	General Publications Court of Claims	Ju 3.2:
731-B	Handbooks, Manuals, Guides (P) Court of Claims	Ju 3.10/4:
	Regulations, Rules, Instructions (P) Court of Claims	Ju 3.10/3:
731-B	Rules of the United States Court (P) Court of Claims	Ju 3.10:
733	Customs and Patent Cases Adjudged (P) Court of Customs and Patent Appeals	Ju 7.5:
734	General Publications Court of Customs and Patent Appeals	Ju 7.2:
735	Rules (P) Court of Customs and Patent Appeals	Ju 7.8:
736	U.S. Court of International Trade Reports (P) United States Court of International Trade	Ju 9.5/2:
738	General Publications Supreme Court	Ju 6.2:
738-A	Docket Sheet (bimonthly) (MF) Supreme Court	Ju 6.12:
739	Rules and Orders (P) Supreme Court	Ju 6.9:

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740-A	Supreme Court Decisions (decisions in individual cases) (P) Supreme Court	Ju 6.8/b:
740-B	Supreme Court Decisions: (preliminary prints-advance parts) (P) Supreme Court	Ju 6.8/a:
741	United States Reports (P) Supreme Court	Ju 6.8:
742	Reports (Separates, Individual Issues, Monthly Compilations) (P) Tax Court	Ju 11.7/a 2:
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742-A	General Publications Tax Court	Ju 11.2:
742-A-01	Annual Report (MF) Federal Judicial Center	Ju 13.1:
742-B	Tax Court Memoranda (numbered) (P) Tax Court	Ju 11.7/2:
743	Rules, Regulations, Instructions (P) Tax Court	Ju 11.8/2:
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743-C-01	General Publications Federal Judicial Center	Ju 13.2:
743-C-02	Handbooks, Manuals, Guides (P) Federal Judicial Center	Ju 13.8:
743-C-03	FJC Staff Papers, FJC-SP (series) (P) Federal Judicial Center	Ju 13.10/2:
	Report FJC-M (series) (P) Federal Judicial Center	Ju 13.10/3:
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743-C-04	Education and Training ETS (series) Federal Judicial Center	Ju 13.9:
743-C-05	Bibliographies and Lists of Publications (P) Federal Judicial Center	Ju 13.11:
749-B	Decisions (P) Employees Compensation Appeal Board	L 28.9:
761-A	Significant Provisions of State Unemployment Insurance Laws (biannual) Unemployment Insurance Service	L 37.210:
762-D-03	Rulings on Request for Review of the Assistant Secretary of Labor-Management Relations to Executive Order 11491 (P) Labor Department	L 1.51/6:
762-D-11	Classified Index of Dispositions of ULP (Unfair Labor Practices) Charges by the General Counsel of the Federal Labor Relations Authority (quarterly) Federal Labor Relations Authority	Y 3.F 31/21-3:11/
762-D-12	Subject Matter Indexes to Decisions of the Federal Labor Relations Authority (annual) (P) Federal Labor Relations Authority	Y 3.F 31/21-3:10-3/
764-B	Labor Law Series (P) Employment Standards Administration	L 36.10:
766-F	Occupational Safety and Health: vols. 1-6 Occupational Safety and Health Administration	L 35.6/3-1-6:

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768-C-03	Handbook of Labor Statistics (P) Labor Statistics Bureau	L 2.3/5:
768-E	Bibliographies and Lists of Publications (P) Labor Statistics Bureau	L 2.34/2:
770	Monthly Labor Review (P) Labor Statistics Bureau	L 2.6:
783-E-04	Comparison of State Unemployment Insurance Laws Unemployment Insurance Service	L 37.212:
785-B	Federal Library Committee Publications (P) Library of Congress	LC 1.32/2:
785-C	Library of Congress Information Bulletin (weekly) Library of Congress	LC 1.18:
785-D	Letter of Delegates to Congress 1774-1789 (P) Library of Congress	LC 1.34:
785-E	FLC (Federal Library Committee) Newsletter (P) Library of Congress	LC 1.32:
787-A	National Referral Center for Science and Tech- nology Publications Library of Congress	LC 1.31:
790	Decisions of the United States Involving Copy- right and Literary Property (P) Copyright Office	LC 3.3/2:
807	Digest of Public General Bills (P) Congressional Research Service	LC 14.6:
807-A-01	Major Legislation of the Congress (irregular) (P) Congressional Research Service	LC 14.18:
807-A-02	CRS (Congressional Research Service) Studies in the Public Domain (series) (semiannual) (P) Congressional Research Service	LC 14.20:
807-A-03	Handbooks, Manuals, Guides (P) Congressional Research Service	LC 14.21:
807-A-04	General Publications (P) Congressional Research Service	LC 14.2:
807-A-05	Congressional Research Service Review (10 times a year) (P) Congressional Research Serv- ice	LC 14.19:
818-J	General Publications Law Library	LC 42.2:
818-K	Bibliographies and Lists of Publications (P) Law Library	LC 42.9:
825	Court Decisions Related to National Labor Rela- tions Board Act National Labor Relations Board	LR 1.14:
825-A	NLRB Election Report (monthly) National Labor Relations Board	LR 1.16:

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826-B	Classified Index of Dispositions of ULP Charges by the General Counsel of the National Labor Relations Board Act National Labor Relations Board	LR 1.8/8:
826-C	Weekly Summary of NLRB Cases (P) National Labor Relations Board	LR 1.15/2:
833	Emergency Board Reports (MF) National Mediation Board	NMB 1.7:
834	Determinations of the National Mediation Board (P) National Mediation Board	NMB 1.9:
839-A-03	National Zip Code Directory (P) United States Postal Service	P 1.10/8:
848	Economic Report of the President (P) President of the United States	Pr 40.9:
848-C	Federal Advisory Committee Annual Report of the President (P) President of the United States	Pr 40.10:
848-E	Annual Report of the President of Trade Agreements Program (P) President of the United States	Pr 40.11:
850	General Publications President of the United States	Pr 40.2:
851-J	Presidential Task Force on the Arts and Humanities (P) President of the United States	Pr 40.8:Ar 7/
	President's Nuclear Safety Oversight Committee (P) President of the United States	Pr 40.8:N 88/
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	President's Commission for the Study of Ethical Problems in Medicine and Biomedical and Behavioral Research (P) President of the United States	Pr 40.8:Et 3/
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	President's Commission on Hostage Compensation (P) President of the United States	Pr 40.8:H 79/
851-J-03	White House Conference on Productivity (P) President of the United States	Pr 40.8:P 94/
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853	Budget Revisions (P) Management and Budget Office	PrEx 2.8/7:
	Budget of United States Government Management and Budget Office	PrEx 2.8:
853-A-01	Catalog of Federal Domestic Assistance (annual) (P) Management and Budget Office	PrEx 2.20:
855-A	Budget Highlights (P) Management and Budget Office	PrEx 2.8/6:
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855-B	Special Analysis (annual) (P) Management and Budget Office	PrEx 2.8/5:
856-A-05	Reference Aid; Chiefs of State and Cabinet Members of Foreign Governments, CR CS (series) (monthly) (MF) Central Intelligence Agency	PrEx 3.11/2:

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856-A-07	The World Factbook (annual) (P) Central Intelligence Agency	PrEx 3.15:
862-B	Background Notes on (various countries) (P) State Department	S 1.123:
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864	Department of State Bulletin (monthly) (P) State Department	S 1.3:
864-A	Digest of U.S. Practice in International Law (P) State Department	S 7.12/3:
	Digest of International Law (Whiteman Series) (P) State Department	S 7.12/2:
865-B	Documents on Disarmament (annual) (P) Arms Control and Disarmament	AC 1.11/2:
899	Treaties and Other International Acts Series (P) State Department	S 9.10:
899-A	Treaties and Other International Agreements of the U.S. (1776-1949) (P) State Department	S 9.12/2:
	U.S. Treaties and Other International Agreements (P) State Department	S 9.12:
900-A	Treaties in Force, List (P) State Department	S 9.14:
903	Annual Report (MF) Securities and Exchange Commission	SE 1.1:
903-A	Directory and Companies Filing Annual Reports Under Securities Exchange Act (P) Securities and Exchange Commission	SE 1.27:
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906	Law (P) Securities and Exchange Commission	SE 1.5:
906-A	Official Summary of Security Transactions & Holdings (P) Securities and Exchange Commission	SE 1.9:
907	Regulations, Rules, Instructions (P) Securities and Exchange Commission	SE 1.6:
907-B	Securities Trade On Exchanges Under Securities Exchange Act (annual) (MF) Securities and Exchange Commission	SE 1.16:
908	Decisions and Reports (P) Securities and Exchange Commission	SE 1.11:
908-A	SEC Monthly Statistical Review (P) Securities and Exchanges Commission	SE 1.20:
908-B	Securities and Exchange Commission News Digest (daily) (MF) Securities and Exchange Commission	SE 1.25/12:
908-C	SEC Docket (weekly) (MF) Securities and Exchange Commission	SE 1.29:

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924	Department Circulars Treasury Department	T 1.4/2:
926-A	Treasury Bulletin (monthly) (P) Treasury Department	T 1.3:
927	Customs Bulletins (bound volumes) (P) Treasury Department	T 1.11/4:
948-A-01	Key Directory (quarterly) (P) Customs Service	T 17.6/3-3:
	Keyword Worksheet (quarterly) (MF) Customs Service	T 17.6/3-2:
	Decisions/Rulings (quarterly) (P) Customs Service	T 17.6/3:
950-D	Customs Bulletins (weekly) (P) Treasury Department	T 1.11/3:
957	Internal Revenue Bulletin (biweekly) (P) Internal Revenue Service	T 22.23:
960	Internal Revenue Bulletin Cumulative Bulletin (semi-annual) (P) Internal Revenue Service	T 22.25:
960-A	Index-Digest Supplement System: Service 1, Income Tax (P) Internal Revenue Service	T 22.25/5:
960-A-01	Index-Digest Supplement System: Service 2, Estate and Gift Tax (P) Internal Revenue Service	T 22.25/6:
960-A-02	Index-Digest Supplement System: Service 3, Employment Tax (P) Internal Revenue Service	T 22.25/7:
960-A-03	Index-Digest Supplement System: Service 4, Excise Taxes (P) Internal Revenue Service	T 22.25/8:
961-B	Alcohol, Tobacco and Firearms Cumulative Bulletin Alcohol, Tobacco and Firearms Bureau	T 70.7/2:
961-C	Alcohol, Tobacco and Firearms Bulletin (quarterly) Alcohol, Tobacco and Firearms Bureau	T 70.7:
964	Statistics of Income (P) Internal Revenue Service	T 22.35/2:
964-B	Your Federal Income Tax (annual) Internal Revenue Service	T 22.44:
	Tax Information, IRS Publications (numbered) (P) Internal Revenue Service	T 22.44/2:
967	Appropriation Hearings (annual) Drug Enforcement Administration	J 24.21:
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967-A	Bibliographies and Lists of Publications (P) Drug Enforcement Administration	J 24.12:
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967-C	Office of Deputy Director Operations, Annual Report Drug Enforcement Administration	J 24.1/2:

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967-E	Registrant Facts (biannual) Drug Enforcement Administration	J 24.17:
968	Regulations (numbered) (P) Drug Enforcement Administration	J 24.6:
968-A	Handbooks, Manuals, Guides (P) Drug Enforcement Administration	J 24.8:
968-B	Drug Enforcement (quarterly) Drug Enforcement Administration	J 24.3/2:
968-C	Addresses (P) Drug Enforcement Administration	J 24.15:
968-D	RTP-TR (series) Drug Enforcement Administration	J 24.14:
968-E	DEA Personnel Management Series (numbered) Drug Enforcement Administration	J 24.16:
968-F	Geo-Drug Enforcement Program, Six-Month Statistics (MF) Drug Enforcement Administration	J 24.18:
968-G	Project DAWN Annual Report (MF) Drug Enforcement Administration	J 24.19/2:
968-H-01	General Publications Law Enforcement Assistance Administration	J 26.2:
968-H-02	Bibliographies and Lists of Publications (P) Law Enforcement Assistance Administration	J 26.9:
968-H-03	Prescriptive Package (series) Law Enforcement Assistance Administration	J 26.13:
968-H-04	Guideline Manual M (series) (P) Law Enforcement Assistance Administration	J 26.8/2:
968-H-05	Handbooks, Manuals, Guides (P) Law Enforcement Assistance Administration	J 26.8:
968-H-06	Bureau of Justice Statistics Technical Reports (P) Justice Statistics Bureau	J 29.9:
968-H-07	National Institute of Justice International Summaries (P) National Institute of Justice	J 28.16:
968-H-08	Visiting Fellowship Program Reports Law Enforcement Assistance Administration	J 26.11:
968-H-09	Criminal Justice Perspectives (series) Law Enforcement Assistance Administration	J 26.14:
968-H-10	NIJ Reports, A Selective Notification of Information (bimonthly) (P) National Institute of Justice	J 28.14:
968-H-11	Handbooks, Manuals, Guides (P) National Institute of Justice	J 28.8:
968-H-12	Privacy and Security of Criminal History Information (series) Justice Statistics Bureau	J 29.10:
968-H-13	Bureau of Justice Statistics Bulletin (monthly) (MF) Justice Statistics Bureau	J 29.11:
968-H-14	Uniform Parole Reports (series) Justice Statistics Bureau	J 29.12:

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969-A-01	General Publications Marshalls Service	J 25.2:
982-I-04	Decisions (P) National Transportation Safety Board	TD 1.122:
991	United States Code (P)	Y 1.2/5:
992	Congressional Directory (annual) (P) Joint Committee on Printing	Y 4.P 93/1:1
992-A	Government Printing and Binding Regulations (P) Joint Committee on Printing	Y 4.P 93/1:6
993 (P) or 993-A (MF)	Congressional Record (bound) Congress	X:
994	Congressional Record Daily (P) Congress	X/a:
995-G-01	Deschler's Precedents of the U.S. House of Representatives Congress	X 94-2:H.doc.661/
996-A (P) or 996-B (MF)	House Documents Congress	Y 1.1/7:
996-B	Senate Documents Congress	Y 1.1/3:
	Senate Treaty Documents Congress	Y 1.1/4:
	Serial set (House and Senate Documents, Including Senate Treaty Documents) (Dividers) (MF) Congress	Y 1.1/2:
996-C	Serial Set (House and Senate Documents, Including Senate Treaty Documents) (P) Congress	Y 1.1/2:
997	Economic Indicators (monthly) (P) Joint Economic Committee	Y 4.Ed 7:Ec 7:
998	General Publications House of Representatives	Y 1.2:
998-A	Calendar of United States House of Representatives and History of Legislation (P) House of Representatives	Y 1.2/2:
998-A-01	List of Standing Committees (P) Senate	Y 1.3/9:
	General publications Senate	Y 1.3:
998-A-02	Hearings, Prints, and Miscellaneous Publications Art and Antiquities Commission (Senate)	Y 4.Ar 7:
998-B	Calendar of Business, Senate (P) Senate	Y 1.3/3:
998-D	Senate History (P) Senate	Y 1.3/8:
1000-B (P) or 1000-C (MF)	Hearings, Prints, and Miscellaneous Publications (P) Joint Economic Committee	Y 4.Ec 7:
1002-A (P) or 1002-B (MF)	Hearings, Prints, and Miscellaneous Publications (P) Joint Committee on Taxation	Y 4.T 19/4:
1003-A (P) or 1003-B (MF)	Hearings, Prints, and Miscellaneous Publications (P) Joint Committee on the Library	Y 4.L 61/2:
1004-B	Government Paper Specifications Standards Joint Committee on Printing	Y 4.P 93/1:7
1004-C (P) or 1004-D (MF)	Hearings, Prints, and Miscellaneous Publications (P) Joint Committee on Printing	Y 4.P 93/1:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
1006-A	Senate Bills (MF) Senate	Y 1.4/1:
	Senate Joint Resolutions (MF) Senate	Y 1.4/3:
	Senate Concurrent Resolutions (MF) Senate	Y 1.4/4:
	Senate Resolutions (MF) Senate	Y 1.4/2:
	House Bills (MF) Senate	Y 1.4/6:
	House Joint Resolutions (MF) Senate	Y 1.4/8:
	Senate Printed Amendments (MF) Senate	Y 1.4/5:
	House Resolutions (MF) Senate	Y 1.4/7:
	House Concurrent Resolutions (MF) Senate	Y 1.4/9:
1008-C (P) or 1008-D (MF)	Senate Executive Reports Congress	Y 1.1/6:
	House Reports Congress	Y 1.1/8:
	Senate Reports Congress	Y 1.1/5:
1008-D	Serial Set (House and Senate Reports, Including Senate Executive Reports) (dividers) (MF) Congress	Y 1.1/2:
1008-E	Serial Set (House and Senate Reports, Including Senate Executive Reports) (P) Congress	Y 1.1/2:
1009-B [P] or 1009-C [MF]	Hearings, Prints, and Miscellaneous Publications Select and Special Committees (as appointed)	Y 4:
1009-B-01 [P] or 1009-C-01 [MF]	Hearings, Prints, and Miscellaneous Publications Special Committee on Aging (Senate)	Y 4.Ag 4:
1009-B-02 [P] or 1009-C-02 [MF]	Hearings, Prints, and Miscellaneous Publications Select Committee on Aging (House)	Y 4.Ag 4/2:
1009-B-04 [P] or 1009-C-04 [MF]	Hearings, Prints, and Miscellaneous Publications Select Committee on Ethics (Senate)	Y 4.Et 3/4:
1009-B-05 [P] or 1009-C-05 [MF]	Hearings, Prints, and Miscellaneous Publications Select Committee on Indian Affairs (Senate)	Y 4.In 2/11:
1009-B-06 [P] or 1009-C-06 [MF]	Hearings, Prints, and Miscellaneous Publications Select Committee on Intelligence (House)	Y 4.In 8/18:
1009-B-07 [P] or 1009-C-07 [MF]	Hearings, Prints, and Miscellaneous Publications Select Committee on Intelligence (Senate)	Y 4.In 8/19:
1009-B-08 [P] or 1009-C-08 [MF]	Hearings, Prints, and Miscellaneous Publications Select Committee on Narcotics Abuse and Control (House)	Y 4.N 16:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
1010-A (P) or 1010-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Agriculture (House)	Y 4.Ag 8/1:
1011 (P) or 1011-A (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Appropriations (House)	Y 4.Ap 6/1:
1012-A (P) or 1012-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Armed Services (House)	Y 4.Ar 5/2:
	Committee on Armed Services: Papers (num- bered) Committee on Armed Services (House)	Y 4.Ar 5/2 a:
1013-A (P) or 1013-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Banking, Finance and Urban Af- fairs (House)	Y 4.B 22/1:
1014-A (P) or 1014-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on District of Columbia (House)	Y 4.D 63/1:
1015-A (P) or 1015-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Education & Labor (House)	Y 4.Ed 8/1:
1016-A (P) or 1016-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Government Operations (House)	Y 4.G 74/7:
1017-A (P) or 1017-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Foreign Affairs (House)	Y 4.F 76/1:
1018-A (P) or 1018-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on House Administration (House)	Y 4.H 81/3:
1019-A (P) or 1019-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Energy and Commerce (House)	Y 4.En 2/3:
1020-A (P) or 1020-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Judiciary (House)	Y 4.J 89/1:
1021-B (P) or 1021-C (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Merchant Marine & Fisheries (House)	Y 4.M 53:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
1022-A	Improved Manpower Management in Federal Government (semiannual) Committee on Post Office & Civil Service (House)	Y 4.P 84/10: M 31/5:
1022-B (P) or 1022-C (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Post Office & Civil Service (House)	Y 4.P 84/10:
1023-A (P) or 1023-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Interior & Insular Affairs (House)	Y 4.In 8/14:
1024-A (P) or 1024-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Public Works and Transportation (House)	Y 4.P 96/11:
1025-A-01 (P) or 1025-A-02 (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Science and Technology (House)	Y 4.Sci 2:
1025-B-01 (P) or 1025-B-02 (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Standards of Official Conduct (House)	Y 4.St 2/3:
1025-C (P) or 1025-D (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Rules (House)	Y 4.R 86/1:
1027-A (P) or 1027-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Veterans' Affairs (House)	Y 4.V 64/3:
1028-A (P) or 1028-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Ways and Means (House)	Y 4.W 36:
1030-A (P) or 1030-B (MF)	House Journal Congress	XJH:
1031-A (P) or 1031-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Small Business (House)	Y 4.Sm 1:
1032-C (P) or 1032-D (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Agriculture, Nutrition, and Forestry (Senate)	Y 4.Ag 8/3:
1033 (P) or 1033-A (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Appropriations (Senate)	Y 4.Ap 6/2:
1034-A (P) or 1034-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Armed Services (Senate)	Y 4.Ar 5/3:
1035-A-01 (P) or 1035-A-02 (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Budget (Senate)	Y 4.B 85/2:
1035-B-01 (P) or 1035-B-02 (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Budget (House)	Y 4.B 85/3:
1035-C (P) or 1035-D (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Banking, Housing, and Urban Affairs (Senate)	Y 4.B 22/3:
1037-B (P) or 1037-C (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Governmental Affairs (Senate)	Y 4.G 74/9:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
1038-A (P) or 1038-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Finance (Senate)	Y 4.F 49:
1039-A (P) or 1039-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Foreign Relations (Senate)	Y 4.F 76/2:
1040-A (P) or 1040-B (MF)	Hearings, Prints, and Miscellaneous Publications Energy and Natural Resources Committee (Senate)	Y 4.En 2:
1041-A (P) or 1041-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Commerce, Science and Trans- portation (Senate)	Y 4.C 73/7:
1042-A (P) or 1042-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Judiciary (Senate)	Y 4.J 89/2:
1043-A (P) or 1043-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Labor and Human Resources (Senate)	Y 4.L 11/4:
1045-A (P) or 1045-B (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Environment and Public Works (Senate)	Y 4.P 96/10:
1046-A-01 (P) or 1046-A-02 (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Veterans' Affairs (Senate)	Y 4.V 64/4:
1046-B (P) or 1046-C (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Rules and Administration (Senate)	Y 4.R 86/2:
1047-A (P) or 1047-B (MF)	Senate Journal Congress	XJS:
1047-C (P) or 1047-D (MF)	Journal of Executive Proceedings of U.S. Senate Senate	Y 1.3/4:
1049-G	Annual Report Administrative Conference of United States	Y 3.Ad 6:1
1049-G-01	General Publications Administrative Conference of United States	Y 3.Ad 6:2
1049-H	Recommendations and Reports of Administra- tive Conference of United States	Y 3.Ad 6:9
1049-H-01	Handbooks, Manuals, Guides (P) Administrative Conference of United States	Y 3.Ad 6:8
1049-J (P) or 1049-K (MF)	Hearings, Prints, and Miscellaneous Publications Committee on Small Business (Senate)	Y 4.Sm 1/2:
1051-J	N.R.C. Insurances, Opinions and Decisions of the N.R.C. with Selected Orders Nuclear Regu- latory Commission	Y 3.N 88:11
1051-J-01	Nuclear Regulatory Commission Issuances (monthly) (P) Nuclear Regulatory Commission	Y 3.N 88:11-2
1061-F	Reports and Publications (P) National Commis- sion on Libraries and Information Service	Y 3.L 61:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
1061-G-01	Report of Case Decisions Federal Labor Relations Authority	Y 3.F 31/21-3:9/ case
	FSIP Releases Federal Labor Relations Authority	Y 3.F 31/21-3:9/ rel.
	Citator (P) Federal Labor Relations Authority	Y 3.F 31/21-3:9- 4:
	Administrative Law Judge Decisions (P) Federal Labor Relations Authority	Y 3.F 31/21-3:9- 3/
	Regulations, Rules, Instructions (P) Federal Labor Relations Authority	Y 3.F 31/21-3:13
	Decisions of the Federal Labor Relations Authority (P) Federal Labor Relations Authority	Y 3.F 31/21- 3:10-4/
	Digests and Tables of Cases, Decisions of the Federal Labor Relations Authority (P) Federal Labor Relations Authority	Y 3.F 31/21-3:9- 2:
1061-G-04	Reports on Case Handling Developments of Office of General Counsel (quarterly) Federal Labor Relations Authority	Y 3.F 31/21- 3:12/
1061-G-05	Handbooks, Manuals, Guides (P) Federal Labor Relations Authority	Y 3.F 31/21-3:8
1061-G-06	Decisions and Reports on Rulings of Assistant Secretary of Labor for Labor-Management Relations Pursuant to Executive Order 11491 (P) Federal Labor Relations Authority	Y 3.F 31/21-3: 10-2/
	Supplemental Digest and Index of Published Decisions . . . Pursuant to Executive Order 11491 (P) Federal Labor Relations Authority	Y 3.F 31/21- 3:10/
1062-G-02	Laws (P) Federal Labor Relations Authority	Y 3.F 31/21-3:5
1062-H	Annual Report Federal Labor Relations Authority	Y 3.F 31/21-3:1/
1063-C	Foreign Claims Settlement Commission of the United States, Annual Report (P) Justice Department	J 1.1/6:
1089-C (P) or 1089-D (MF)	Hearings, Prints, and Miscellaneous Publications Commission on Security and Cooperation in Europe	Y 4. Se 2:
1092 (P) or 1092-A (MF)	Reports and Publications Postal Rate Commission	Y 3.P 84/4:

Technical Processing

This chapter is an introduction to basic technical processing of depository and non-depository documents. Topics covered include:

General Procedures. Keeping a procedures manual.

Item Cards/Files. What item cards are, what they are used for, how to maintain an item card file, related products.

Shipping Lists. What they are, what to do with them.

Processing. The three major types of shipments you receive, unpacking shipments, stamping and marking the documents, Shipping List Registers.

Claims. What you can claim, how to do it, what to do if you don't get it.

Check-In/Shelflist. What is the shelflist, checking in documents.

Handling Non-Depository Documents. Recommending publications for the depository program.

Shelving/Filing.

Miscellaneous. Microfiche, binding/preservation.

Maps. Processing maps.

Statistics. How to measure your collection, what statistics to keep.

Most of the information in this chapter should be considered as suggestions for procedures only. Most depositories have well-established procedures which have worked satisfactorily

over the years. There are many ways of doing something "right", however; and you should do what works best for your situation, based upon your staffing, your collection, your patron demand and your budget.

The *Instructions to Depository Libraries* covers many areas one might expect to find in this chapter. Although there is some overlap between the two, in many instances, you will need to refer to both the *Instructions* and this manual for guidance. There is additional related information in Section 9, *Bibliographic Control*, later in this manual.

General Procedures

Each depository has different ways of handling its documents collections, and the methods you adopt will depend on individual answers to some of the following questions. Is the documents collection kept separate from the rest of the collection, or is it integrated? Do you use the SuDocs classification for all or part of the documents, or do you use Dewey, LC, or another system? What type of statistics do you keep? What are your discard policies? Binding policies? What shelflist or check-in records are kept, and in what detail? What budget do you have for microforms, replacement copies, and commercially produced in-

dexes, bibliographies, etc.? What is the relation of your federal documents collection to state, local, foreign, and international documents collections? Will some or all of your documents be cataloged or listed on serials holdings lists? What types of computerized cataloging, check-in, or reference sources are available? There are hundreds of similar questions which can only be answered by considering the individual library's policy. The best guidance to answering these types of questions may be found by keeping abreast of the professional literature, attending documents meetings and workshops, participating in your local library associations and documents groups, and interaction and visits with other depository librarians. You will find that most documents librarians are very eager to meet others in their state and area and are more than willing to exchange ideas and share expertise and knowledge.

Procedures Manual

The *Instructions* and this manual are important sources of basic instructions for operating a depository. However, you should maintain your own procedures manual, either as a part of this manual, or as a separate file or notebook. In it you can record decisions made and procedures developed as your policies evolve. Written instructions and guidelines will help you and your staff to be consistent and will be especially helpful to your successors. A procedures manual should be reviewed regularly and updated as necessary to reflect new conditions and operations both in your own library and within the depository program.

Item Cards

The Government Printing Office supplies each new depository with one set of item cards representing various series or groups of publications issued by the departments and agencies of the federal government and currently available to depository libraries. Excluded from the distribution program are administrative, operational, classified and cooperative or self sustaining publications. A computer printout listing available item numbers keyed specifically with your library's selection decisions is issued annually by the Government Printing Office. These printouts can be used in combination with your item card files and add/drop post cards to facilitate amending or deleting item selections.

Each item number usually identifies one publication series or group of related series. Item numbers consist of:

- a. Number only. Example: Item 0024 (or 24)
- b. Number-letter. Example: Item 0996-C (or 996-C)
- c. Number-letter-number. Example: Item 0431-J-07 (or 431-J-7) These numbers have become longer and more complex as more series are assigned item numbers and as these item numbers are squeezed into an existing series of numbers. Item numbers are usually assigned so that they will file with existing item numbers for the publications of the same agency.

Each item card gives the item number, issuing agency, series title, Superintendent of Documents classification number, and a brief description of the series. If known, the frequency of publication and format of publication (P = paper. MF = microfiche) are also given.

The item number assigned to a series remains the controlling item

number for that series regardless of change in title, issuing agency, SuDocs number, format or frequency. Usually an item number corresponds to one or two distinct series. However, for agencies whose scope and number of publications is limited, one item number may be established to cover all of that agency's publications. The series name in this case would be "Reports and Publications."

All item cards should be kept, whether or not you select the item. There are several options for maintaining your item card file:

a. Keep the entire file in one numeric sequence, by number, but distinguish the selected items from those not selected in some way. For items added (or dropped), mark with pencil the date selected (or dropped). Example: A ³/₈₅ (or D ³/₈₄).

b. Keep the file as above, but put color-coded plastic card protectors over either the selected or non-selected items.

c. Divide the file into two numeric sequences—selected items in one file, non-selected in the other.

You can also maintain a separate file of "Inactive/Discontinued Items" containing cards representing series which have definitely ceased publication or series for which no publications have been issued for several years. The Government Printing Office informs depositories, if possible, when an item becomes inactive or is discontinued. Notification is usually found in *Administrative Notes* or in the list of new and discontinued series which appears in the front of each issue of the *Monthly Catalog*. This information can also be gleaned from other sources, such as in the publications themselves, through the issuing agencies or from other bibliographic tools such as Andriot or OCLC.

This category of item numbers is not necessarily a completely dead file. From time to time, an inactive or discontinued item is "reactivated", so it is important to keep these cards. This file would also be an additional historical record of your library's selections.

Surveys/New Item Cards

When a new series is to be made available to depositories for their selection, the Government Printing Office sends out a survey shipping list, accompanied by one set of item cards representing the surveyed series and an OCR scannable form. Surveys may contain either previously existing series which are being made available to depositories for the first time, truly "new" series, or the results of splitting out series from old item numbers. Carefully examine the information provided on the cards, consider your own needs and collection development policies and any cooperative selection agreements before deciding which, if any, of the offered series you wish to receive. You must respond within the time period indicated in the directions given on the survey and in Section 7 of the *Instructions*. If you do not want to receive any offered series, you need not respond, unless the Survey calls for a response.

Mark and/or file all the item cards, selected or not, in your item card file(s) so you will know which items you have selected.

Classes Added

New series or classes, which become available to the depository program, may also be added to existing item numbers instead of surveying them as separated new item numbers. If the new series is closely related to

another series which is already distributed under an assigned item number or if new series will consist of a limited number of publications, it is often not worth setting up and surveying the material under a new item number. When the material is first distributed, libraries are notified of classes added to existing item numbers by a note on the shipping list in the following form:

NOTE: This class (SuDocs no., Series title) is added to Item (no.). Any changes or additions to existing item numbers should also be noted on the item cards.

Libraries already selecting the item number will receive any new series or classes added to it automatically. Obviously, libraries not selecting the item will not receive the new material. Keep in mind that blanket opportunities to change item number selections are offered periodically so that new series or classes which become available through the "Classes Added" procedure can be picked up or discontinued by adjusting item selections later. Current Government Printing Office policy, endorsed by most documents librarians, is to assign individual item numbers to individual series whenever possible in order to hold to a minimum the "Classes Added" procedure.

Updating Information on the Item Cards

The Government Printing Office does not send updated item cards for established series when there are changes in title, agency, frequency, classification number, etc. Changes are usually announced in notes on the shipping lists. Ideally, you should try to keep the bibliographic information on your item cards as up-to-date as possible, but the need to correct and

update item cards has been mitigated somewhat by the *Union List of Item Selections* (GP3.32/2:), in which this information is updated periodically.

Maintenance of Item Card File

An item card file is one of the foundations of your depository collection. It should be a priority to see that the file is kept current and complete.

When the Government Printing Office sends the periodic customized computer printout, which lists all item numbers selected or not selected for your depository collection, it is useful to check it carefully against your item card file to ascertain whether you are missing any item cards and whether you and the Government Printing Office are in agreement as to your selections. It is difficult to make decisions on adding or dropping items when you do not have an item card describing the series. Copies of missing item cards should be requested from nearby depositories, your regional, or the Government Printing Office; or you may find the items described in the *Union List of Item Selections* to make your own item cards.

Use of Item Cards

Your item card file can be used for many purposes. Some of them are:

- a. To insure that all items you select are actually sent to you by the Government Printing Office in your depository shipments.

- b. To verify and review your item selections with periodic item printouts from the Government Printing Office.

- c. As a reference tool to check dates of selection, to find a SuDocs number when an item number is

known, or to obtain bibliographic information about a series.

d. As a basis for cooperative item selection agreements, union lists, or other computer products.

Shipping Lists

Basic information about the depository shipping list is given in Section 9 of the *Instructions*.

The shipping list is simply a "packing list" showing what is included in a complete shipment. Complete shipments consisting of all publications on a shipping list are received by regional depositories and selective depositories which have selected 100% of the available items.

Shipping lists should be checked to see if all publications to which you are entitled have been received. Procedures are described in the section in this chapter on Processing.

Shipping List Register/Log

It is important to keep track of which shipping lists have been received so you will know if you are missing a shipping list (and its accom-

panying documents). One way to do this is to maintain a Shipping List Register.

Beginning in January 1985, the Library Programs Service uses a sequential numbering scheme for all Shipping Lists. There are two sequential series: one for all paper documents and one for all microfiche. The numbering system appears as follows:

85-1-P	(first shipping list	85-1-M
85-2-P	numbers for Jan-	85-2-M
	uary 2, 1985)	
85-1067-P	(if last shipping list	85-1006-M
	for the year was	
	1067 for paper	
	and 1006 for	
	fiche)	
86-1-P	(first shipping list	86-1-M
86-2-P	numbers for Jan-	86-2-M
	uary 2, 1986)	

Although the Government Printing Office does not require depositories to maintain files of shipping lists, it seems that there is reason to refer to them fairly frequently. It is recommended that you keep files of shipping lists for at least six months. Locate a nearby library which maintains a long backfile of shipping lists so that you can obtain a copy quickly if you need one.

Processing

Incoming Depository Publications

Documents selected by a depository are currently sent in one of three ways:

a. Direct mail. A list of those publications sent directly to selecting depository libraries may be found in Appendix B of the *Instructions*. The publications are not included in depository boxes, nor are they listed on shipping lists. Your depository library identification number is stamped on the mailing label identifying these daily direct mail publications as depository material.

b. Separate shipments. These consist of publications mailed in boxes or envelopes, and usually contain large bound or unbound volumes, microfiche bill shipments, maps or posters in tubes, oversized items, slip laws, or census reports. They are listed on a shipping lists, and the shipping list number is stamped on the box or package for identification. Usually separate shipments are grouped together on separate shipping lists, although from time to time a separate package shipment is listed on a regular shipping list. Shipping lists for separate shipments are now usually mailed to you in first-class envelopes; formerly they were included in the boxes with regular shipments.

c. Regular shipments. The bulk of the documents you have selected will arrive in one or two standard sized boxes. The mailing label will include your depository number and be marked "Depository Shipment".

Processing Depository Publications

Before setting up your processing procedures, it is necessary to decide how you will determine if all items

you have selected are received. You could consult your item card file or a typed list of item numbers you select. (If you select more than 50% of the available item numbers, it may be easier to have a list of non-selected item numbers instead.) Or you may choose to use the latest printout from the Government Printing Office showing your selections and kept up-to-date with recent additions and deletions.

The following are some suggested supplies for processing:

1. Razor knife for opening packages.
2. Scissors.
3. Felt-tip and ball-point pens.
4. Pencils (both red and black).
5. Pressure-sensitive blank labels.
6. Note pad or 3 x 5 cards or slips.
7. Rubber stamp indicating name of library/department, "Depository Document", with a changeable date. Self-inking stamps save time.

Set up and label sorting shelves for incoming mail. Depending upon the bulk of mail you receive, you may want to have separate shelves for direct mail, separate shipments, and regular shipments, as well as a shelf for other mail.

Sort your mail onto these shelves. Remember that the separate shipments can be identified by the shipping list number stamped on the package. As mail is sorted, check the mailing labels to be sure that the shipments are all yours. Depositories frequently receive mail for nearby libraries and this should be rerouted as soon as possible.

Direct Mail

Set stamp for today's date. Stamp cover. Print SuDocs number in upper left corner of document. Keep a list of direct mail items with their

corresponding SuDocs number handy. Put in pile to be checked in.

Separate shipments

These packages will pile up on your "Separate Shipments" shelf until the corresponding shipping list arrives. When it does, pull the corresponding boxes or packages. Open carefully, so as not to cut or damage any documents. Find the publication on the shipping list. Print the SuDocs number on the cover or inside the cover if it is a bound volume. Stamp with either the date of receipt or the date of the shipping list, depending on your library policy. Stamp this date also on the top of the shipping list. Mark the shipping list so you know which publications have arrived. Use ownership stamps on the publication as required by your library policy and affix any bookplates, theft detection plates or tapes, etc., at this time for publications in all the packages with that shipping list number. Check your item list to see if you are lacking any packages. If so, file the shipping list in a file folder marked "Separate Shipments" and wait a week or so before claiming. Separate shipment packages sometimes arrive over a period of two weeks or more. If all selected items have arrived, log the shipping list in on your Shipping List Register and file the Shipping List. Put the processed documents in the pile to be checked in.

Regular Shipments

Open the box carefully, so as not to damage any of the contents. Depending on the percentage of items your library has selected, there may be one or many shipping lists enclosed which accompany the documents packed in the box. The publica-

tions may be in paper or microfiche or both. Carefully pull out the first shipping list. Usually, if there are any items you have selected on that shipping list, they will be packed next to that shipping list. You will receive a copy of *all* shipping lists, even if your library has not selected any of the items listed thereon.

Match the shipping list with the corresponding documents. Documents are listed on the shipping lists in numerical order by item number, not by SuDocs classification number. Stamp documents and shipping list and print SuDocs numbers as described above. If the document cover is very dark or very glossy, you may have to put a label on the document and print the number on the label. Be careful not to stamp or mark over any important map, chart, table, or other information. Most depository microfiche has the SuDocs number already on the fiche, so simply stamp the envelope. For fiche without the SuDocs numbers, print the SuDocs number carefully in the upper left corner of the fiche jacket. Use a felt tip pen, as printing with a ball-point pen may damage the microfiche. Many fiche series are shipped in sequence, so be careful to keep these in order through the processing steps. This will save time in your check-in and filing. Large sheet maps should usually have the classification number printed in the lower left corner. For posters or other items which you may want to use for display, you may wish to stamp and print the call numbers on the verso.

Bound volumes are much easier to shelve and retrieve if the call number is put on a spine label. This process may be handled at this point or done later as the documents are being checked in. When labelling, you need put on the label only as much infor-

mation as necessary to differentiate this particular volume from others. For example, most serial-type volumes (US Reports, Serial Set, most administrative agency decisions, etc.) have the volume number/date on the spine. Therefore, it is usually only necessary to repeat the "stem" of the SuDocs number, through the colon, on the spine label as the rest of the number is already imprinted on the volume itself.

Many titles are issued in looseleaf format. Unless the publishing agency makes binders available, these publications arrive wrapped in cellophane or are stapled. The Government Printing Office does not provide binders. For looseleaf items which will be heavily used, you should provide binders. Other items may be tied with string or library "red tape" in a figure "8" through the top, center and bottom holes or brads or fasteners available from office suppliers may be used.

Check for missing items in accordance with your policy. Make sure to transfer information regarding classes added, corrected items, or other special notes. Pass this type of information on to your documents librarian. Also, pass on any items arriving in your shipment which you cannot find on the shipping lists. These include issues of *Administrative Notes*, the *Publications Reference File* (PRF), etc.

Claim missing items, if necessary. (See discussion in following section.) Log in the shipping list. Put processed items in pile to check in.

Claims

A claim is a notice you send to the Government Printing Office requesting a publication which you did not receive but had selected. Claims may be made *only* for items which

you selected and which were listed on a shipping list (or sent direct mail) and not received. You may not claim to replace items received but later missing or to obtain publications which would normally be depository items but which have not been distributed. You may also claim to replace defective or damaged items received. At the head of each shipping list is a note indicating which selection period effective date governs that shipment. For example, suppose that during the period to add/drop items, you added item 0034-G. A shipping list arrives the following month with item 0034-G on it and you do not receive the publication. You may not claim it unless the note indicates that changes made during the previous selection add/drop period are in effect. Usually the effective date for these changes to be reflected in shipments is approximately three months. Conversely, you will continue to receive items you have dropped for the same time period. These publications must be kept for the requisite time period even though you have dropped them.

Claims policy and procedure have changed several times in the past few years. It is suggested that the latest policy, along with your own samples, etc., be kept in a folder marked "Claims" at your processing work station. In the folder can also be kept the originals of the shipping lists for your outstanding claims.

When a selected item on a regular or separate shipment shipping list does not arrive, and you have verified that you indeed should have received it, you should:

a. Photocopy the shipping list in question. (Only the side listing the missing publication(s) need be copied.)

b. On both copies, circle and SuDocs number and item number of the missing publication(s) in red.

c. On the copy, at the bottom, fill in your depository number, shipping list number, and stamp or type your library name and address. The documents librarian should sign in the allotted space.

d. Mail the copy to the address listed.

e. On the original copy of the shipping list, write "Claimed *date*" and file in "Claims" folder.

Claims for direct mail items should be submitted using the Government Printing Office Form 3794. A sample follows.

DEPOSITORY LIBRARY INQUIRY FORM

Microfiche ☐ Paper ☒

- ☐ Selection Inquiry
- ☐ Fugitive Publication
- ☐ Classification Inquiry
- ☐ Item Number Inquiry
- ☐ Monthly Catalog Inquiry
- ☐ Claim Inquiry
- ☒ Claim for Automatic/Direct Mail
- ☐ Depository Shipping List Inquiry
- ☐ Other

Jorden Michael McClane
Name of Librarian

(302) 275-1119
Area Code/Telephone No

June 1, 1989
Date

0695
Lib. No.

DIRECT MAIL ITEM

Depository Shipping List No. and Date

AE 2.106: 54/72

Item Number 0573-C

Classification No.:

Item No.:

FEDERAL REGISTER (daily) [paper] April 17, 1989 Federal Register Office NARA
Title & Government Issuing Office

NOT RECEIVED

Details of Request

For Use By GPO

Reply

INSTRUCTIONS: Mail copies 1 and 2 to: U.S. Government Printing Office
Library Programs Service (SLLA)
Washington, D.C. 20401

Retain copy 3 for your files. Print or type your address in the area provided below to ensure a prompt response.

U.S. GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
WASHINGTON, D.C. 20402
OFFICIAL BUSINESS

LIB# 0695
Institution Gulati Public Library
Address 100 Paskoski Avenue
Civic Center
Wilmington, DE 19803

LPS ACTION

Entire Shipments Not Received

Check your Shipping List Register for any skips in the sequence of shipping list numbers. If you find you are missing a shipping list, contact a nearby depository, your regional, or the Government Printing Office to get a copy. When you have received a copy of the list, check to see which materials on it you should have received. Proceed as above, circling in red all item numbers and SuDocs numbers for publications not received. Claims must be made within the specified time limit.

Government Printing Office Response to Claims

The Government Printing Office maintains a small number of duplicate paper and microfiche shipments to handle claims. When this supply is exhausted, your claim will be returned marked "Exhausted." When the claim supply of fiche is exhausted, the Government Printing Office will reproduce another copy in-house. If you claim an item which you have not selected, the Government Printing Office will notify you of the error. The sooner you file a claim, the better the chance you have of obtaining a copy. In responding to your claims, the Government Printing Office will use the mailing label you filled out at the bottom of the shipping list, which makes these packages easily identifiable as returned claims.

What To Do When You Don't Receive the Claimed Item

When the Government Printing Office cannot supply a claimed item, pull the original shipping list from your

"Claims" folder. Staple the Government Printing Office response to it and file it in your shipping list file. Make a decision as to the importance of the missing item. If you decide that it is very important to your collection, you may:

- a. Try to get a photocopy from a nearby depository or regional.
- b. Purchase from the Government Printing Office if it is a sales item.
- c. Try to get a copy from the issuing agency, Congressional office, or other source.

If you still cannot get the publication, add it to your "Want File" and try to obtain it in the future from another library's discard list, submit a Needs list, or wait for a reprint or a new edition.

Processing Incoming Claims

If you do receive the claimed item from the Government Printing Office (or obtain it from other sources), pull the original shipping list from your "Claims" folder, mark the List "Received date," process the document and file the shipping list.

Review your "Claims" folder regularly to see if there are any longstanding unfilled claims. If so, copy and submit them again to the Government Printing Office. Mark in red, "Second Claim." After a time, with no response, you should give up and try to obtain the needed items by one of the other methods described above.

Checking-In/Shelflisting

Each depository should maintain records of its documents holdings in a shelflist arranged by SuDocs number. Minimal level shelflist records should show SuDocs number title, holdings,

and location (if not in regular shelf order). Shelflist cards for microfiche should be interfiled in proper SuDocs order with cards for paper documents. "MICROFICHE" should be stamped or typed above the call number to alert persons looking for that publication that it is filed in the microfiche collection, not on the shelf. Another very important element that should always be listed on the shelflist card is the cross-reference to earlier and later SuDocs numbers when the classification number for a series changes.

Using 3 x 5 cards offers the greatest flexibility in shelflisting documents. Plain cards for Cattered monographs may be interfiled with a variety of printed cards designed to record numbered and dated series. Pre-printed cards are available from library suppliers. Cards designed and printed locally can also make economical shelflist cards, or rubber stamps can be designed to print check-in arrangements for special series.

Following are some sample check-in cards. Several documents manuals also have examples.

Y 10.2: N88

U.S. Congressional Budget Office
Nuclear waste disposal: achieving
adequate financing. 59p. Aug. 1984.



TD 8.2: M85/30

U.S. National Highway Traffic Safety Admin.
Motor vehicle defects and recall
campaigns. April 1981. 10p. DOT HS 805 709



S 18.2: E11

U.S. Agency for International Development
Displaced persons in El Salvador: an
assessment. March 15, 1984. 228p.



THOSE CHECKED ARE AVAILABLE IN LIBRARY

1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
4	14	24	34	44	54	64	74	84	94
5	15	25	35	45	55	65	75	85	95
6	16	26	36	46	56	66	76	86	96
7	17	27	37	47	57	67	77	87	97
8	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	79	89	99
10	20	30	40		60	70	80	90	00

C-21

THOSE CHECKED ARE AVAILABLE IN LIBRARY

1951	1961	1971	1981	1991	2001	2011	2021
1952	1962	1972	1982	1992	2002	2012	2022
1953	1963	1973	1983	1993	2003	2013	2023
1954	1964	1974	1984	1994	2004	2014	2024
1955	1965	1975	1985	1995	2005	2015	2025
1956	1966	1976	1986	1996	2006	2016	2026
1957	1967	1977	1987	1997	2007	2017	2027
1958	1968	1978	1988	1998	2008	2018	2028
1959	1969	1979	1989	1999	2009	2019	2029
1960	1970	1980	1990		2010	2020	2030

SOURCE

WHERE PUBLISHED

GIFT

PURCHASE

DOCUMENT CHECKING RECORD (BY YEAR) DEMCO NO 67-165

Other Files

You may find it convenient or necessary to maintain several other card files. One useful file is an alphabetical title file for series titles, referring users to the correct SuDocs number. This file is helpful when checking in a direct mail series, as well as any series received regularly outside of the depository system. Another file which can be a help is an alphabetical agency file, again referring to the SuDocs numbers where publications of that agency may be found in your shelflist or on the shelf.

Computer/On-Line Records

Documents librarians should make every effort to explore the possibility of creating computerized holdings records for their collections. If your institution has computerized cataloging available or is exploring the possibility, do not let documents take a back seat to the rest of the collection. Be aggressive in seeing that documents are entered into any type of data base of your library's holdings.

Union Lists

An important part of technical processing is seeing new series spring up and other ones cease publication. To aid the public in gaining access to these hundreds of important serials, it is helpful to enter as many as possible into your institution's serials list or union list. This will make patrons and other librarians more aware of the riches available in a documents collection. Titles so listed should have some type of mark on the SuDocs shelflist

card to let you know to send information to the serials list when titles cease, change, etc. or if you discard the title or augment it.

Next to the documents themselves, **the shelflist is the most important thing in your collection.** It is vital that it be kept up-to-date. If you receive permission to discard publications, be sure to remove holdings records from your shelflist. On the shelflist can be recorded special notes referring to particular series, giving such information as retention requirements—"Keep latest edition only," "Keep six months,"; locations—"Reference Desk," "Index area," "Science Library," "Bindery (date)," etc. A good shelflist can be the best reference tool available to the documents reference librarian.

Handling of Non-Depository Documents

Most depositories also receive documents from sources outside of the depository system. These may come as gifts from patrons, from Congressional offices, mailing lists/subscriptions, or from other libraries. The Government Printing Office has no official regulation regarding the handling of these materials, so individual libraries follow different procedures.

Following are some suggested procedures followed by several depositories which may provide some relief for crowded shelves of "gift" documents:

Check the *Monthly Catalog* and its predecessors, the *PRF*, your own internal checklists and files, as well as commercially produced indexes and other bibliographic tools, for a SuDocs number. A *Practical Guide to the Superintendent of Documents Classification System* is the best guide to assigning SuDocs numbers. The Guide explains the rationale of SuDoc classes. If available to you, check on-line services such as

OCLC also. Prior to 1924, the *Monthly Catalog* did not include SuDocs numbers. However, there is a commercially reprinted set of the *Monthly Catalog* available which has SuDocs numbers inserted. It would be useful to find out if a nearby library has this reprint. If a number is found, check to see if you already own the document. If it is already in your collection, you may want it as a duplicate. If not, you may add it to your collection if needed. In either case, if the document is not wanted, you may discard it without seeking permission from your regional. However, if the publication is deemed "important," you may want to offer it to other libraries through a duplicate exchange procedure before discarding.

If you cannot locate a SuDocs number or verify the publication in any source, you may want to fill out GPO Form # 3794 provided by the Government Printing Office (sample follows), and send with a photocopy of the cover/title page to the Government Printing Office Acquisitions Unit. They attempt to procure the document for the depository system, which in turn will mean the document will be cataloged and classified for the *Monthly Catalog*. It is possible that the Government Printing Office may ask you to send them your copy of the publication so they can microfiche it and make it available in this way, if they are unable to procure copies.

If you cannot locate a SuDocs number, and you do not want to wait for the Government Printing Office to catalog and classify, you may:

1. Catalog and classify in Dewey, LC, or other system, and place in your library's general collections.

2. Place the document in a library vertical file under the appropriate subject headings.

3. Classify the document with a "homemade" SuDocs number and process like any other document.

One suggested way is to find the most likely SuDocs number and bracket it on the publication or insert an (x) either before the colon or after the entire number to indicate that it is not an official classification number. This will help to prevent the number from conflicting with any number later assigned by the Government Printing Office. A second way of classifying these items (a system approved by the Government Printing Office) is to find the "General Publications" classification for the agency responsible for the document. The "General Publications" number usually ends in the number "2." For example, D 1.2:, HE 20. 3202:, Y 3.T25:2, etc. The Government Printing Office has agreed to reserve, for local use, the subdivisions of /2 through /9 following the General Publications number of each agency. An exception are those few numbers which have already been subdivided, such as Y 1.2:. Libraries may subdivide the "General Publications" number by adding slashes (/) and numbers to suit their needs. For example, if you have non-depository documents from the Department of the Army, you might want to classify general publications D 101.2/2x: or serials D 101.2/3x:.

These numbers can be further subdivided as necessary with dashes, etc. Use the 3-figure Cutter Table to assign Cutter numbers, and follow the Government Printing Office policy for dates, numbers, etc. In order to be able to identify these publications quickly in your shelflist, it may be helpful to enter these in your card file

on different colored card stock. This way, if you want to search for SuDocs numbers again in the future, the publication will be easily identifiable.

For further information about this system, See *Administrative Notes*, v. 4, no. 8 (July, 1983), p. 3 and v. 5, no. 1 (Jan., 1984), p. 2.

DEPOSITORY LIBRARY INQUIRY FORM

Microfiche ☐ Paper ☒

- ☐ Selection Inquiry
☒ Fugitive Publication
☐ Classification Inquiry
☐ Item Number Inquiry
☐ Monthly Catalog Inquiry
☐ Claim Inquiry
☐ Claim for Automatic/Direct Mail
☐ Depository Shipping List Inquiry
☐ Other

JOHN NATHANIEL TATE
Name of Librarian

(302) 275-1109
Area Code/Telephone No

June 1, 1989
Date

0694A
Lib. No.

(not distributed by GPO)

Depository Shipping List No. and Date

none found

none found

Classification No.:

Item No.:

"BEDTIME FOR BOZO: CASE HISTORIES OF NARCOLEPSY IN CIRCUS CLOWNS"

Title & Government Issuing Office

Health and Human Services Department

National Institute for Occupational Safety and Health

Details of Request

A patron brought a copy of the above publication into the library and asked if we had a depository copy. We checked our files and the

relevant bibliographic databases and could find no evidence of the publication being distributed through the depository library program.

I have enclosed a photocopy of the cover, title page and verso for your information. The publication is not mentioned in the List of Classes.

For Use By GPO

Reply

INSTRUCTIONS: Mail copies 1 and 2 to: U.S. Government Printing Office
Library Programs Service (SLLA)
Washington, D.C. 20401

Retain copy 3 for your files. Print or type your address in the area provided below to ensure a prompt response.

U.S. GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
WASHINGTON, D.C. 20402
OFFICIAL BUSINESS

LIB# 0694A
Institution Clark University Library
Address 300 Bartlett Boulevard
Wilmington, DE 19809

LPS ACTION

Shelving/Filing

If a document is shelved incorrectly, or a shelflist card or microfiche filed incorrectly, it may be lost for years. All staff working with documents, from the reference staff to the pages, must be familiar with the Superintendent of Documents classification scheme and with local library filing/shelving policies. When possible conflicts arise in shelving and in filing shelflist cards or microfiche, decisions should be recorded in your departmental manual and explained to all staff. The shelflist should be filed using the same rules for shelving paper documents or filing microfiche. New staff assigned to shelving/filing should have their work revised for a period until they are familiar with the system. They should be encouraged to ask about problems rather than to just shelf or file; otherwise documents may be "lost."

All staff should be thoroughly familiar with *An Explanation of the Superintendent of Documents Classification System* (GP 3.2:C 56/8/973). When there is a conflict, and you do not know which to shelf/file first, you might want to adopt this quick, alphabetic/mnemonic system for determining the proper order:

- C Cutter
- D Date
- L Letter
- N Number
- W Word

This system does not apply to parts, volumes, sections, or revisions of the same publication.

Below are some hypothetical SuDocs numbers to illustrate proper shelf order:

- | | |
|-------------|---------------------|
| A 89.1:977 | A 89.2:B 14/ |
| A 89.1:978 | participant |
| A 89.2:B 14 | A 89.2:B 14/student |

- | | |
|------------------|------------------|
| A 89.2:B 14/984 | Y 4.Sci 2:L 45/2 |
| A 89.2:B 14/984/ | Y 4.Sci 2:L 45/3 |
| student | Y 4.Sci 2:95/A |
| A 89.2:B 14/2 | Y 4.Sci 2:95/B |
| A 89.2:B 14/2/ | Y 4.Sci 2:95/Y |
| participant | Y 4.Sci 2:95/AA |
| A 89.14:Sch 6 | Y 4.Sci 2:95-1 |
| A 89.14:T 67 | Y 4.Sci 2:95-17 |
| A 89.14:C-145 | Y 4.Sci 2:97/A |
| A 89.14:1/1 | Y 4.Sci 2:97-1 |
| A 89.14:1/2 | Y 4.Sci 2:98/A |
| A 89.14:list | |

You may wish to interpret or modify these filing suggestions for your own library. The important thing to keep in mind, however, is to have a logical and consistently applied order for the document collection which will help to ease the burdens of maintenance and accessibility for staff and patrons alike even at the expense of the philosophical consistency of the classification system.

Microforms

Section 12 of the *Instructions* covers the physical care of microfiche. It is important to keep abreast of the professional literature of the field relating to care, storage, reproduction, and access to microforms. See also section 8 on *Microfiche* in this manual.

Documents librarians should make every effort to make both the Government Printing Office and commercially produced microforms bibliographically accessible. Several ways of achieving this follow:

1. Adding serial titles in microform to union lists.
2. Making cross references from your SuDocs shelflist to the location of microform sets which are not arranged by SuDocs number.
3. Entering microform titles/sets in your library's catalog.

With over half of the depository titles now available on microfiche and

an increasing number of commercially produced microform documents or related materials, it is vital that this huge body of information be made easily available to all staff and users.

Preservation

Documents should be included in the library's regular binding program. Bound volumes make shelving easier and help to preserve the publications. As a minimum, the SuDocs number and the title should be printed on the spine. The use of pamphlet binders, loose-leaf binders, pamphlet and manuscript boxes, envelopes, and other available materials also helps to preserve the collection.

Lesser used materials should be discarded (after permission is granted by the regional), converted to microform, or stored in remote or cooperative storage areas, (as long as the materials can be accessed readily).

Maps

Maps have been available through the depository system for as long as the program has existed. In 1984, many map series of the U.S. Geological Survey and the Defense Mapping Agency were made available to libraries through the Government Printing Office depository system. (See also Section 7 on *Maps* in this manual.)

Selection

Before selecting map Item Numbers, give thought to what will be involved in processing, housing, and servicing a map collection. The format and nature of maps demand special or different treatment from the rest of your depository collection.

Housing

Sheet maps should be housed flat and not folded, in regular map cases.

Classification

If your library has, or will have, a map collection of any size, you may want to consider using one of the accepted map classification systems (such as the Library of Congress, Class G) for your entire map collection, whether the maps are acquired through the depository system or not. The advantage of this is that all of your maps will be in one logical sequence. Since the majority of requests for maps are connected with a particular geographic area, using such a system is recommended. If you file your maps by the SuDocs number, you have no ready access by geographical area, and you will still have to use another system for your other maps.

Processing

Stamp the verso of the map with the depository/date stamp and mark the shipping list that the map has been received. If you do not use the SuDocs number to file by:

- a. Do not print the SuDocs number on the map.

- b. Do have a card in your SuDocs shelflist for map series, indicating that this series is in the map collection. If the entire SuDocs series is classified in one number in your map classification, indicate this number on the shelflist.

- c. Whether you classify your maps by SuDocs or another classification system, print the classification number in the lower left corner of the map. Pencil is recommended so numbers can be erased if needed.

d. Prepare a shelflist card for the map or the series. Record the individual sheet on an index map (if there is one).

Maps such as the census tract or block statistics maps, which are necessary in using other textual material, should be kept with the related material. Folded maps which accompany documents, such as the Geological Survey Circulars, Environmental Impact Statements, or other miscellaneous maps, such as those from the National Park Service, the Bureau of Land Management, the Agricultural Department, and others, may also be left with the accompanying material. However, if your institution has a large map collection which is heavily used, you may want to confer with the person in charge of the map collection regarding these folded and/or miscellaneous maps, and also about handling atlases and related materials.

A visit to a nearby library with a large map collection would be very helpful in deciding how to house and process your maps. Most large public libraries and major college and university libraries (or geography/geology departments) have separate map collections.

It is highly recommended that you subscribe to one or both of the following periodicals. Both have regular articles on the handling of maps, reviews, lists of new products, bibliographies, etc. You should also consider joining one or both of these Associations.

Special Libraries Association. Geography and Map Division.

Bulletin.

American Library Association. Map and Geography Round Table. (MAGERT).

Baseline.

There are also several handbooks on map librarianship available. See Section 7 on *Maps* in this manual for

other sources. Other titles can be recommended by map librarians. You should familiarize yourself with accepted map procedures even if you have a very small map collection.

Statistics

Most libraries maintain statistics on the number of pieces/volumes/microforms in their collections. Also, the Government Printing Office requires reports, such as the *Biennial Survey*, which ask for certain statistics from depositories regarding reference use, claims, items received, etc. It would be instructive to look at the most recent Biennial Survey form to get an idea of which statistics may be necessary. If you do not have a form, request a copy from the Government Printing Office. Recently, the Government Printing Office has also sent out notices asking that depositories record selected statistics for a sample time period.

As a minimum, each depository should probably keep statistics on the size of its collection, with separate statistics for paper items and microform items. If ongoing statistics are kept, they are helpful in determining future space and staff needs. Other types of statistics you may want to keep relate to reference use, circulation, interlibrary loan, discards, cards filed, linear feet added, etc. The possibilities are endless.

To measure the size of an existing collection, there are two figures which have been widely accepted. Rather than count individual pieces on the shelves, count the number of full three-foot long shelves of documents you have and multiply by three. This gives you the linear feet of documents. Based upon sample counts in large de-

positories, two surveys showed the average number of documents per linear foot to be 52 or 57. Multiply your number of linear feet by one of these numbers (or split the difference and use 55). This will give you a fairly good figure for the number of documents on your shelves. Once you have this figure, you can keep it up to date by adding your receipts and subtracting your discards.

Estimating your present microfiche collection can be done the same way. A Government Printing Office memo of October 16, 1978, stated that 56 envelopes, containing one diazo microfiche each, occupied one inch in horizontal filing space when tightly compressed. It was also determined then that compressing 43 envelopes each containing two microfiche and a separator sheet also measured one inch. One standard microfiche cabinet with eleven drawers of three rows each would hold approximately 80,000 microfiche (without envelopes) or about 7,200 per drawer, or 2,400 per row. Because of the weight, however, it is often recommended that microfiche cabinets be filled to $\frac{2}{3}$ capacity only.

For further discussion of statistics of documents collections, see:

Morton, Bruce. "Random Thoughts on Numbers: the Need for Minimum Uniform Statistical Reporting Standards for U.S. Depository Libraries." *Government Publications Review* 11:195-202. (May-June, 1984).

"Statistics Guidelines for Government Documents Librarians." GODORT Statistics Interest Group. *Documents to the People* 9:279-284 (November, 1981).

Conclusion

The objectives of technical processing of documents are to:

1. Be sure that all publications to which you are entitled have been received from the Government Printing Office.

2. Get the documents to the shelf/cabinet as quickly and efficiently as possible so they can be used.

3. Maintain the maximum amount of bibliographic control in the minimum amount of time.

When you have a question about a procedure, ask another depository librarian, either at your regional or at another depository. You must do what is best for your own library.

Documents pile up very quickly when there is no one to process them. Claims, if not sent out quickly, will get negative responses. Patrons ask for publications before they are even shipped to depositories. For these reasons, it is important to keep current in processing your shipments. Whenever possible, cross-train your staff to be able to do as many jobs as possible. This will help in time of emergency, resignations, vacations, or reassignments.

Start and maintain a documents manual, recording different policies and procedures. Even the smallest documents collection can be very complex and it is impossible to remember everything. Write it down. A good place to start is by following this manual, inserting pages with your own local procedures in appropriate places.

Maps in Depository Libraries

Maps are no strangers to depository libraries; they have been distributed by the Government Printing Office since the beginning of the Depository Library Program. These depository maps have appeared as complete atlases, folded pamphlets, flat map sets and most often as illustrative material folded away into pockets at the backs of Environmental Impact Statements, geological reports and other documents. The Forest Service, Soil Conservation Service, Central Intelligence Agency, Bureau of the Census, and National Park Service are only a few of the many federal agencies that have distributed their maps to depository libraries through the Government Printing Office for years. Maps can portray complex environmental data with such economy of color, line, and word that they always represent a wise use of library space and staff time. In addition, the need for maps and the information provided by them continues to increase, particularly among individuals involved in recreation, land planning, and environmental studies.

Because depository maps have been treated by the Government Printing Office in the same manner as the majority of other documents, they have created few problems in depository libraries. Apart from the few large format atlases of the Bureau of the Census, Army Corps of Engineers, and the Department of Energy, most maps now distributed by the Government Printing Office arrive folded with an assigned Superintendent of Documents classification number, and can easily be shelved in

the document collection. Furthermore, they are fully cataloged and appear in the *Monthly Catalog* which has facilitated reference work.

Beginning in 1983, the status of maps in the Depository Library System changed dramatically. Two large map issuing agencies of the federal government, the U.S. Geological Survey (USGS) and the Defense Mapping Agency (DMA), which up until then had conducted their own separate depository programs, agreed to make their map products available to all congressionally designated and land grant depository libraries. It is now possible for hundreds of depository libraries to select up to 3,500 maps per year from these two agencies—maps that until 1983 were only available to them through purchase or other non-GPO depository arrangements. As the National Ocean Service (NOS) map depository program ceased as of October 1, 1988, their nautical and aeronautical charts of the United States and possessions have become available in the Depository Library Program.

For depository libraries with separate map libraries fully established, the new depository arrangements will have little impact. Similarly, those depository libraries participating in the Government Printing Office depository system and the map depository programs of the Defense Mapping Agency, National Ocean Service, and the U.S. Geological Survey in a combined document and map library will also not be affected greatly by this new development. The impact of the merging of map and document systems will be the greatest on those depository libraries selecting maps from these agencies for the first time, and

it is toward these libraries that this chapter is directed.

Maps of the U.S. Geological Survey

Every major map series produced by the USGS is available for selection, and annotations appear on item cards and in the *Union List of Item Selections* (MF). The frequency of distribution for USGS maps from its map distribution center in Denver, Colorado has been a shipment every two to three weeks. Shipments typically contain 100 to 150 maps. The categories of the map products offered for selection are:

1. GM—Geologic and Hydrologic Maps.
2. SP—Status and Progress of Operations.
3. TQ—Topographic Quadrangles.
4. TS—Topographic Specials.
5. LM—Land Use, Land Cover and Associated Maps.

While far from perfect, these broad categories can be helpful in describing the products of the U.S. Geological Survey.

Category 1. GM-Geologic and Hydrologic Maps.

The different thematic map series in this category will arrive folded in 11 3/4 x 9 1/4-inch manila envelopes with the title and series number printed on the front. The "Index to Geologic Mapping of the United States" (I 19.86:), formerly available under Item 619-G (I 19.41/6:), will now be shipped under item 619-G-28. All other titles included in this category are items offered for selection. It is estimated that between 145 and 355 titles will arrive annually if all items are selected.

Category 2. SP-Status and Progress of Operations.

Without exception these maps will portray the status of various map series using a base map of the United States. They

will be sent folded. Important state index maps identifying each individually published 7.5-minute and 15-minute quadrangles are not included in this category. (See the section on Map Indexes later in this section.)

Category 3. TQ-Topographic Quadrangles.

Some 3,000 new and revised maps are produced each year for the entire United States making this the largest group of maps available for selection. Individual states can be selected. Libraries might consider simply buying border maps; for instance, a Florida depository library may wish to subscribe only to the state of Florida and purchase a few border maps of Georgia, instead of selecting the item number for the whole state of Georgia. Both 7.5-minute and 15-minute of latitude and longitude as well as 15-minute quadrangles cooperatively mapped by the Geological Survey and the Defense Mapping Agency are available. These are large scale maps. The 7.5-minute maps employ the scale of 1:24,000 and less often 1:25,000 (1 inch on the map equals about 2000 feet on the ground), while the 15-minute quadrangles use the scale of 1:62,500 or 1:63,360 in Alaska (1 inch on the map equals 1 mile on the ground). The 15-minute Defense Mapping Agency (DMA) quadrangles carry a scale of 1:50,000.

Category 4. TS-Topographic Specials.

This is a genuine catch-all category including the two 1:250,000 scale series of the United States and Alaska, five different map series covering Antarctica, four versions of state maps, National Park maps, slope maps, country maps, 1:100,000 and 1:1,000,000-scale maps of the United States, separate pages from the *National Atlas* and a 1:100,000-scale Bureau of Land Management series in two versions, land ownership and land/minerals ownership. Most of these will be large sheet maps impossible

to integrate fully with the traditional documents collection.

Category 5. LM-Land Use and Land Cover and Associated Maps.

Like category 1, these maps most often will arrive in 11 3/4 x 9 1/4-inch manila envelopes with the title and series number printed on the front. The maps depict various features such as factories, cities and highways, or forest land and pasture. Associated maps include political units, hydrologic units, census county subdivisions, and federal land ownership.

Maps of the Defense Mapping Agency

A complete set of Defense Mapping Agency (DMA) maps and charts consists of 4700 pieces. If your library were to select all products, you would not receive an initial distribution of each map and chart, but would receive new and revised products when published. A complete set equates to approximately 450 pieces per year.

The DMA survey allows some latitude in defining selections since DMA offers little in the way of domestic mapping. The maps and charts offered for selection are categorized into three product groups: 1) Aeronautical Products (Charts); 2) Nautical Products (Charts); and 3) Topographic Products.

Categories 1 and 2. Aeronautical and Nautical Products (Charts).

The primary purpose of Aeronautical and Nautical charts is to serve as a tool for air and water navigation. In addition to the navigational information and instructions, there is other information of general interest. For instance, a nautical chart in the Caribbean portrays information essential to the navigator as well as some detailed information about bays, inlets, and cultural features.

The Aeronautical charts will be shipped folded and the Nautical products will be shipped to depositories rolled (uncreased).

Category 3. Topographic Products.

"Topographic products" is something of a misnomer as not all maps in this group are topographic in nature. Topography is the configuration of the surface of the earth, including its relief, the position of its drainage patterns, roads, cities, etc. Many maps in this category do not show the earth's physical features; some are planimetric maps, or maps representing only the horizontal position of the earth's features, and others are base maps.

Selection Considerations

The selection of maps for most depository libraries will probably fall under the same general collection development policies which have been established for an institution as a whole. See Section 2 on *Collection Development Policy* in this manual for a full discussion of this topic. There are some other factors in the development of map collections which should be considered and which are specific to maps. The question of circulation policy and securing the collection will have to be addressed. What effect will decisions in these areas have on servicing the collection, reference work, public access? Is there an alternative to locked map cabinets? Extra clerical help may be needed for processing the increased number of maps and may need to be seasonal depending on the frequency of distribution of materials from USGS, NOS, and DMA. Specialized supplies, equipment or furniture for processing, handling, storing, servicing, and using these materials must be obtained. Such things as light tables, map cabinets, wall hangers, pigeon hole or other shelving devices may have to be purchased.

It is often difficult to locate catalogs for companies carrying map and blueprint related supplies. Consult the list on pp. 365-366 in Larsgaard's book, *Map Librarianship*, 2nd edition, for suggestions.

Some other considerations, more specific to selection of the maps themselves, are given below.

1. All regional depository libraries must select all map series unless arrangements have been made to designate another library to receive the regional's maps. Selective depositories may also make arrangements to designate another library to receive all or selected depository materials, including maps. (See Section 11 on *Selective Housing* in this manual.)
2. Maps of a library's local area and region will always be in much higher demand than those of other states and regions. If it is possible to select a series by state, a library in, for example, New Jersey should consider whether it really needs detailed coverage of Texas or other far away states. Would a state map alone serve its users' needs?
3. The Bureau of Land Management only maps areas where it has jurisdiction. Thus, non-public land states such as Texas and the states bordering the Atlantic (except Florida) will never be mapped by the Bureau of Land Management.
4. Adding selections can be made annually, corresponding to the frequency of computer printouts issued by the Government Printing Office. Dropping selections can be made at any time.
5. For maps of foreign countries offered by the Defense Mapping Agency, try to be as selective as possible. World maps are recommended. Outline maps are of limited use. Maps are revised as required.

6. Generally, USGS maps are photo-revised every five to 10 years. The older editions can be easily superseded.
7. NOS maps and charts are revised frequently often every 28 or 56 days. Aeronautical products usually arrive pre-folded. Nautical charts are sent in mailing tubes.
8. Map depositories will also be subject to the various provisions and guidelines of the *Instructions to Depository Libraries*.

A comprehensive item number list of maps and atlases available for selection by depository libraries is included in the Appendix following this chapter.

Physical Processing

Follow the general guidelines found in Section 6 on *Technical Processing* in this manual. For maps arriving folded in manila envelopes, be sure to stamp both the map, any text that may be included, and on the outside of the folder.

Statistics

It is suggested that libraries keep separate statistics for maps arriving from the U.S. Geological Survey, National Ocean Service and the Defense Mapping Agency. A suggested form follows which can be expanded as local conditions dictate or as the Government Printing Office map offerings increase.

Shelflisting

Create a 3 x 5 shelflist card or a computer record for each map series selected. Make additional shelflist cards for maps received in each of the following series from the U.S. Geological Survey.

1. State Map series (all four types).
2. National Park Series.
3. Slope maps.
4. National Atlas separates.

Maps received in other series can be more accurately recorded on collective check-in or other pre-printed shelflist cards. Making a card for all maps arriving in the library would be inefficient. Form cards, however, have only a limited amount of space for recording information and may have to be supplemented with other forms or cards. See examples in Section 6 on *Technical Processing* and also consult Larsgaard's book, pp. 147.

Pre-printed cards are devised for checking in U.S. Geological Survey folded Geological and Hydrologic maps (Category 1) and Land Use and Land Cover maps (Category 5). Maps in these series are numbered consecutively following the prefix: for example, GQ-1365, HA-405 and L-204. Pre-printed cards should also be used to record the annual and semi-annual maps included in the USGS SP-Status and Progress of Operations (Category 2).

Map Indexes from USGS

Map indexes are essential for both the processing and retrieval of maps. A library can seldom have too many indexes. Even if a library selects and receives all available map series and their indexes covering its state or region, it must also allow for possible user requests for information concerning the availability of maps outside the library's collecting interests. Map indexes will readily supply this information and are therefore indispensable in providing effective reference service.

Category 2: *Status and Progress of Operations*, contains several of these important indexes. All the indexes in this category employ a base map of the United States and show all available and potential maps included in the series they index. Item 619-G-13 (I 19.96:) "Index to Intermediate Scale Mapping" serves as the index map for the following series:

1. 1:100,000-scale topographic quadrangles (USGS) [Item 619-G-25, I 19.110:]
2. 1:100,000-scale land/minerals ownership quadrangles (BLM) [Item 619-G-16, I 53.11/4:]
3. County map series (USGS) [Item 619-P-01 to 53, I 19.108:]

Upon selection of Item 619-G-14 in Category 2, three map indexes will be sent to depository libraries. These are "Index to Orthophotoquad Mapping," "Index to USGS/DMA 1:50,000-scale, 15-minute Quadrangle Mapping" and "Index to USGS/DMA 1:50,000 scale, 15-minute Quadrangle Mapping" and "Index to Land Use and Land Cover Maps and Digital Data." Orthophotoquads are 7.5-minute, 1:24,000-scale, black and white aerial photographs that conform to an ordinary quadrangle format. USGS/DMA 1:50,000, 15-minute quadrangles and orthophotoquads will be issued together with standard USGS quadrangles as Item 619-M-01 to 53. The index to Land Use and Land Cover maps is a useful geographic index to Item 619-G-27.

There are other map indexes that are not explicitly depository items, although the Survey will distribute them as they are issued. A schedule of updating all of the indexes published by the National Mapping Division of the Survey was published in the *SLA G&M Bulletin*, no. 145, September 1986.

1. *Index of Small-Scale Maps of the United States*. Indexes the following map series:
 - United States Series of Topographic Maps, 1:250,000 (Exclusive of Alaska). Item 619-G-17.
 - State Map Series (Planimetric 1:500,000). Item 619-K-01 to 53.
 - State Map Series (Shaded Relief, 1:500,000). Item 619-K-01 to 53.
 - State Map Series (Planimetric 1:1,000,000). Item 619-L-01 to 53.

United States 1:1,000,000-scale
Maps. Item 619-G-22. National
Atlas Separates (Reference Maps)
1:2,000,000. Item 619-G-26.

2. *Index to USGS Topographic Map Coverage of the National Park Series.* Item 619-G-21.
3. *Antarctica Map Index.* Indexes all five Antarctica series. Item 619-G-19.
4. *Alaska Map Index.* Indexes Alaska 1:250,000-scale series. Item 619-G-18.

Alaska 1:25,000 and 1:63,360-scale topographic maps. Item 619-M-02.

5. *Individual State Map Indexes.* The Geological Survey now issues a new map booklet index which consists of two parts, an index for locating maps and a catalog for ordering them. Each map is identified by an alpha-numeric code which is used by the Survey to store and locate maps in the warehouse. This alpha-numeric code will also appear on the USGS shipping list when it is computer produced (it is currently manually produced). The older, conventional one-sheet flat index will be issued in a new, simplified version to accompany the map booklet index and catalog. The Survey is in the process of converting all of their topographic map indexes for the states into this new format.

Libraries should request individual state map indexes and not wait for the U.S. Geological Survey to send them. State map indexes include much information useful in reference work. For instance, they carry directory information indicating where maps can be purchased locally over the counter, include addresses of map libraries in the state, and also index all the major U.S. Geological Survey maps covering the state. Also, request a supply of USGS map order forms to enhance reference service. Map indexes and order forms are available free of charge upon request from:

Map Distribution Branch
U.S. Geological Survey
Box 25286, Federal Center
Denver, CO 80225

To keep track of the Geological Survey's Geologic and Hydrologic maps and Land Use and Land Cover maps refer to the annual *Publications of the Geological Survey*, [I 19.14:year] Item 623. To date the following cumulations have been issued:

1. *Publications of the Geological Survey, 1879 to 1961.* [I 19.14:879-961]
2. *Publications of the Geological Survey, 1962-1970.* [I 19.14:962-70]
3. *Publications of the Geological Survey, 1971-1981.* [I 19.14:971-981] 2 vols.

Also, request a free copy of the latest pamphlet *Price and Availability List of U.S. Geological Survey Publications*. This pamphlet is updated and printed annually, and will enhance reference service because it provides current prices of all books and thematic maps available.

The cumulations and the pamphlet are available from:

Books and Open File Reports Section
U.S. Geological Survey
Box 25425, Federal Center
Denver, CO 80225

The monthly list of new publications and maps issued by the Geological Survey is available on deposit by selecting Item 622, "New Publications of the Geological Survey," I 19.14/4:.

When maps arrive, annotate the appropriate map index to indicate holdings. For maps too new to be found on the index map, write in the quadrangle name and date on the index. As holdings are noted on the map index, the index will then not only serve as a reference tool for locating maps, it will also function as a holdings record for your library.

DMA Catalogs

The products offered by DMA to depositories are listed in the DMA Public Sales catalogs. These catalogs will provide stock numbers of DMA products as well as assist in the identification of product currentness. Both the Aeronautical and Topographic catalogs are a single volume while the Hydrographic products are listed in ten volumes—9 volumes for designated regions of the world and 1 volume for miscellaneous products.

Indexes for the Aeronautical products are available upon request from Defense Mapping Agency Combat Support Center (DMACSC) stock numbers follow:

1. SICXX01 — *Global Navigation Charts (GNC)*
2. SICXX02 — *Jet Navigation Charts (JNC)*
3. SICXX03 — *Operational Navigation Charts (ONC)*
4. SICXX04 — *Tactical Pilotage Charts - (TPC)*

Requests should be forwarded to the following address:

Defense Mapping Agency
Combat Support Center
ATTN: PMA
Washington, DC 20315-0010

If additional copies of a DMA publication are desired, they may be purchased as a Public Sale item. The Public Sales catalogs contain ordering instructions and order forms.

For topographic maps issued by DMA, request indexes by series number for those series selected by your library. Nine nautical chart indexes covering all nautical chart series issued by DMA are available. The nine regional indexes correspond with the nine regions available for selection. If you do not already select the appropriate item numbers, request any regional indexes and indexes for the topographic map series that you have selected from the following address:

Defense Mapping Agency
Office of Distribution Service
ATTN: DDCP
Washington, DC 20315

Sorting, Cataloging and Shelving

As mentioned earlier, maps that arrive folded are suitable for interfiling on regular document shelves. This includes maps in the USGS GM-Geologic and Hydrologic Map series, and LM-Land Use and Land Cover and Associated Map series, National Ocean Service, and the Defense Mapping Agency's aeronautical chart series.

If interfiling is chosen, the SuDocs classification number is essential. SuDocs numbers appear on shipping lists accompanying maps which GPO distributed. For maps shipped directly from other agencies, the SuDocs numbers can be found in the *Monthly Catalog*. If separate map storage is desired, the SuDocs number becomes less important while the series name and number take on added significance. If maps are to be stored in a separate area, start off correctly by classifying maps according to the Library of Congress "G" Schedule. The Library of Congress now accepts the Government Printing Office's cataloging for maps. When cataloging appears in the *Monthly Catalog* for a certain map series, accept it and place a Library of Congress "G" classification number with the cataloging. You may want to collaborate with your own technical services department in order to find the most acceptable way to catalog.

Writing a SuDocs number on each map in the topographic quadrangle series (USGS) could become tedious. One possible alternative is to group quadrangles in the 7.5-minute series and 15-minute series by state and alphabetize quadrangles within the state, relying on the individual state map indexes to access maps in these series. Another alternative to filing maps alphabetically is to file them according to

the alpha-numeric code used in the new booklet map index. For the other United States map series, alphabetize the quadrangles within each series. The Antarctica map series should be sorted by scale and map number. Keep indexes near the maps themselves.

The Defense Mapping Agency and the National Ocean Service rely solely on map numbers, so keep all series together and file by the number. Keep map indexes handy.

The best method of storing maps is flat in map cabinets or vertically in plain files. If your library cannot afford the space or funds to invest in map cabinets, you must improvise. Folded DMA and NOS aeronautical charts and the folded maps issued by the USGS can be interfiled with other documents or in legal size filing cabinets. Although a rare occurrence, there have been a few instances where individual maps were folded to fit 8½ × 11-inch manila envelopes which were then labeled on the front and filed. This is not recommended but mentioned for the benefit of those libraries which have not selected many maps, anticipate a low level of map use, and lack funds and/or space for map cabinets. Over-size book shelving can be used to store maps but some sheets will be even larger than the shelving. Rolling and labeling maps is a common practice but this process makes their use more difficult. Some important points to remember:

1. The fewer folds in a map the better.
2. Map cabinets are best.
3. Rolling maps is acceptable but makes access and use more difficult.

Claiming

The USGS now supplies a manually prepared shipping list with each

depository shipment that carries the item number, map title and scale information. The manually produced shipping list is an interim method until USGS can computerize the production. At that time, the map reference code will also be shown. A copy of the list can be returned with the missing publications circled. Remember that your library can claim second copies (replacements) for only those maps that have been issued since it became a depository for maps. The Government Printing Office will maintain item selection records for participants in the depository map distribution programs. For problems with claims, receipts of replacements, miscellaneous requests, questions or other difficulties with distribution under the USGS program contact:

Federal Map Depository Library Program
U.S. Geological Survey
National Mapping Division, MS 508
Reston, VA 22092
Phone: (703) 648-5774 or 5778

Depositories not receiving the DMA products they selected can claim replacement copies. Claims can be made by writing to the following address:

Defense Mapping Agency
CSC/PPO
Attn: Depository Manager
Washington, DC 20315

Be sure to identify yourself as an authorized depository and provide your DMACSC account number. This will preclude accidental billing as a Public Sale. To receive the status of a claim, you may call the DMACSC Customer assistance office at (800) 826-0342.

For address changes and changes to product selection, write:

U.S. Government Printing office
Library Program Service (SLLA)
Washington, DC 20401

For Further Reading

Two basic books on map librarianship deserve the attention of the documents librarian with little knowledge of this specialized field. Mary Larsgaard's excellent *Map Librarianship*, 2nd edition (Littleton, Colo.: Libraries Unlimited, 1987), will not only introduce the important subjects of the field such as map cataloging and classification schemes, map acquisition, care and storage of maps and public services, but also provides an exhausted bibliography allowing readers to explore every dimension of map librarianship. Also helpful are the many appendixes including addresses of map dealers, state map issuing agencies, a sampling of manufacturers of map room equipment, and a helpful glossary of map terminology.

Guide for a Small Map Library by Barbara E. Farrell and Aileen Desbarates (Ottawa: Association of Canadian Map Libraries, 1981) serves as a practical handbook addressed to those who are not full-time map librarians. Information is well compartmentalized so the reader is able to pick and choose information relevant to a question at hand. Proper procedures necessary for the smooth operation of a small map library are outlined and backed up with numerous references. A thoughtful look into this *Guide* will assure that a newly formed map library will begin with the best advice available today.

A search through *Library Literature* index will yield helpful articles on topics such as selecting map reading tools, standards for university map libraries, and map collection development policies.

Charles Seavey has a good explanation of "scale" in his article, "Collection

Development for Government Map Collections," (*Government Publication Review*, Vol. 8A, 1981, page 23-24). His final point is worth noting carefully: "the more detail or information desired, the larger the scale of map which must be obtained, the more actual pieces of paper which must be . . . stored and made accessible." This point of view should help librarians with item number selection and amendments.

Standards for map libraries are covered in the Special Libraries Association Geography and Map Division's *Standards for University Map Libraries* which is modeled on *ACRL Standards for University Libraries*.

Additional sources of help are the following organizations in map librarianship and their bulletins:

1. Map and Geography Round Table
American Library Association
50 East Huron Street
Chicago, IL 60611
Baseline
2. Geography and Map Division
Special Libraries
235 Park Avenue South
New York, NY 10003
Bulletin
3. Western Association of Map Libraries
Stanley D. Stevens, Secretary/Treasurer
c/o University Library
University of California
Santa Cruz, CA 95064
Information Bulletin
4. Association of Canadian Map Libraries
c/o National Map Collection
Public Archives of Canada
Ottawa, Canada KIA 0N3

Cartographic Materials Statistics Form*

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ITEMS ADDED (sheet count)	Depository	Purchased	Gift/Exchange	TOTAL
Maps				
Aerial photos/ satellite imagery				
Atlases				
(other)				
TOTAL				

ITEMS USED	In-house	Circulated	Inter-library loan	TOTAL
Maps				
Aerial photos/ satellite imagery				
Atlases				
(other)				
TOTAL				

*approved by ALA Map & Geography Round Table

Maps, Charts, and Atlases Available for Selection by Depository Libraries

Item No.	Item Title/Issuing Agency	Classification
0080-G	Maps and Charts (Forest Service)	A 13.28:
0080-H	Posters and Maps (Agriculture Department)	A 1.32:
0102-B-nos	Soil Survey Reports (Soil Conservation Service)	A 57.38:
0121-F	Maps and Posters (Soil Conservation Service)	A 57.68:
0130-J	Maps, Charts, qualified areas (Economic Development Administration)	C 46.17:
0140-B	Congressional District Atlas (Census Bureau)	C 3.62/5:
0140-B-02	State-County Subdivision Maps (Census Bureau)	C 3.62/6:
0142-H	Maps (Economic Analysis Bureau)	C 59.15:
0146-K	United States Maps, GE-50 Series (Census Bureau)	C 3.62/4:
	Urban Atlas, Tract Data for SMSA's GE-80 series	C 3.62/7:
	United States Maps GE-70 Series	C 3.62/8:
0146-K-01	Maps (Census Bureau)	C 3.62/2:
0191-B-01	Charts and Publications Catalog 1, United States Atlantic and Gulf Coasts (National Ocean Service)	C 55.418:1/
0191-B-02	Charts and Publications Catalog 2, United States Pacific Coast (National Ocean Service)	C 55.418:2/
0191-B-03	Charts and Publications Catalog 3, United States Alaska (National Ocean Service)	C 55.418:3/
0191-B-04	Charts and Publications Catalog 4, United States Great Lakes (National Ocean Service)	C 55.418:4/
0191-B-13	Charts (listed in) Charts and Publications Catalog 1 (National Ocean Service)	C 55.418/7:
0191-B-14	Charts (listed in) Charts and Publications Catalog 2 (National Ocean Service)	C 55.418/7:
0191-B-15	Charts (listed in) Charts and Publications Catalog 3 (National Ocean Service)	C 55.418/7:
0191-B-16	Charts (listed in) Charts and Publications Catalog 4 (National Ocean Service)	C 55.418/7:
0191-B-17	Maps (listed in) Bathymetric Mapping Products Catalog 5, United States Bathymetric and Fishing Maps (National Ocean Service)	C 55.418/7:
0191-B-18	Bathymetric Mapping Products Catalog 5 United States Bathymetric and Fishing Maps (National Ocean Service)	C 55.418:5/

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
0192-A-01	Instrument Approach Procedure Charts (National Ocean Service)	C 55.411:
0192-A-02	Airport Obstruction Charts (National Ocean Service)	C 55.411/3:
0192-A-03	Supplement Alaska (National Ocean Service)	C 55.416:
0192-A-04	Airport/Facility Directory (National Ocean Service)	C 55.416/2:
0192-A-05	Standard Terminal Arrival (STAR) Charts (National Ocean Service)	C 55.416/3:
0192-A-06	Alaska Terminal Charts (National Ocean Service)	C 55.416/4:
0192-A-07	Standard Instrument Departure (SID) Charts, Eastern U.S. (National Ocean Service)	C 55.416/5:
	Standard Instrument Departure (SID) Charts, Western U.S.	C 55.416/6:
0192-A-08	VFR/IFR Planning Chart (National Ocean Service)	C 55.416/7:
	Flight Case Planning Chart	C 55.416/7-2:
0192-A-09	North Atlantic Route Chart (Scale 1:11,000,000) (National Ocean Service)	C 55.416/8:
0192-A-10	North Pacific Oceanic Route Chart (Scale 1:12,000,000) (National Ocean Service)	C 55.416/9:
	North Pacific Oceanic Route Charts (Scale 1:7,000,000)	C 55.416/9-2:
0192-A-11	Sectional Aeronautical Charts (Scale 1:500,000) (National Ocean Service)	C 55.416/10:
0192-A-12	Terminal Area Charts (VFR) (Scale 1:250,000) (National Ocean Service)	C 55.416/11:
0192-A-13	US Gulf Coast VFR Aeronautical Chart (Scale 1:1,000,000) (National Ocean Service)	C 55.416/12:
0192-A-14	VFR Helicopter Chart of Los Angeles (Scale 1:125,000) (National Ocean Service)	C 55.416/12-2:
	New York Helicopter Route Chart (Scale 1:125,000)	C 55.416/12-3:
	Washington, Helicopter Route Chart (Scale 1:125,000)	C 55.416/12-4:
	Chicago Helicopter Route Chart (Scale 1:125,000)	C 55.416/12-5:
0192-A-15	World Aeronautical Charts (Scale 1:1,000,000) (National Ocean Service)	C 55.416/13:
0192-A-16	Enroute Area Charts (US) Low Altitude (National Ocean Service)	C 55.416/14:
0192-A-17	Enroute Low Altitude Charts (Alaska) (National Ocean Service)	C 55.416/15:

Item No.	Item Title/Issuing Agency	Classification
0192-A-18	Enroute Area Charts (US) Low Altitude (National Ocean Service)	C 55.416/15-2:
0192-A-19	Enroute High Altitude Charts (US) (National Ocean Service)	C 55.416/16:
0192-A-20	Enroute High Altitude Charts (Alaska) (National Ocean Service)	C 55.416/16-2:
0192-A-21	Enroute High Altitude Planning Chart (US) (National Ocean Service)	C 55.416/17:
0192-A-22	Pacific Chart Supplement (National Ocean Service)	C 55.427:
0244-A	Maps, Charts, Posters. (National Bureau of Standards)	C 13.64:
0250-E-09	Atlases (National Oceanic and Atmospheric Administration)	C 55.22:
0250-F	Maps (National Oceanic and Atmospheric Administration)	C 55.22/2:
0273-D-04	Daily Weather Maps (National Weather Service)	C 55.195:
0273-D-10	Maps and Charts (Environmental Research Laboratories)	C 55:624:
0275-F	Monthly and Seasonal Weather Outlook (National Weather Service)	C 55.109:
0275-P	Maps and Charts (National Weather Service)	C 55.122:
0334-C	Boater's Map (Army Corps of Engineers)	D 103.49/2:
0334-C-01	Maps and Posters (Army Corps of Engineers) Atlases (Army Corps of Engineers)	D 103.49/3: D 103.49/4:
0337-B-05	Navigation Charts of Various Rivers (Army Corps of Engineers)	D 103.66/:
0354-A	Maps and Atlases (Military Academy, West Point)	D 109.11:
0378-E-01	ONC-Operational Navigation Charts (Defense Mapping Agency)	D 5.354:
0378-E-02	JNC-Jet Navigation Charts (Defense Mapping Agency)	D 5.354:
0378-E-03	GNC-Global Navigation Charts (Defense Mapping Agency)	D 5.354:
0378-E-04	Series 1105-Area Outline Maps (Defense Mapping Agency)	D 5.355:
0378-E-05	TPC-Tactical Pilotage Charts (Defense Mapping Agency)	D 5.354:
0378-E-06	Public Sale Catalog-Topographic Maps & Publications (Defense Mapping Agency)	D 5.355:
0378-E-07	Series 1209-Europe (Defense Mapping Agency)	D 5.355:
0378-E-08	Public Scale Catalog-Aeronautical Charts & Publications (Defense Mapping Agency)	D 5.354:

Item No.	Item Title/Issuing Agency	Classification
0378-E-09	Series 1308-Mid-East Briefing Maps (Defense Mapping Agency)	D 5.355:
0378-E-10	Series 5211-Arabian Peninsula (Defense Mapping Agency)	D 5.355:
0378-E-11	Catalog of Maps, Charts, and Related Products, Hydrographic Products, volume 1, United States and Canada (Defense Mapping Agency)	D 5.351/2:1/
0378-E-12	Catalog of Maps, Charts, and Related Products, Hydrographic Products, volume 2, Central and South America... (Defense Mapping Agency)	D 5.351/2:2/
0378-E-13	Catalog of Maps, Charts, and Related Products, Hydrographic Products, volume 3, Western Europe. . . (Defense Mapping Agency)	D 5.351/2:3/
0378-E-14	Catalog of Maps, Charts, and Related Products, Hydrographic Products, volume 4, Scandinavia . . .and USSR (Defense Mapping Agency)	D 5.351/2:4/
0378-E-15	Catalog of Maps, Charts, and Related Products, Hydrographic Products, volume 5, Western Africa and Mediterranean (Defense Mapping Agency)	D 5.351/2:5/
0378-E-16	Catalog of Maps, Charts, and Related Products, Hydrographic Products, volume 6, Indian Ocean (Defense Mapping Agency)	D 5.351/2:6/
0378-E-17	Catalog of Maps, Charts, and Related Products, Hydrographic Products, volume 7, Australia, New Zealand, . . . (Defense Mapping Agency)	D 5.351/2:7/
0378-E-18	Catalog of Maps, Charts, and Related Products, Hydrographic Products, volume 8, Oceania (Defense Mapping Agency)	D 5.351/2:8/
0378-E-19	Catalog of Maps, Charts, and Related Products, Hydrographic Products, volume 9, East Asia (Defense Mapping Agency)	D 5.351/2:9/
0378-E-20	Catalog of Maps, Charts, and Related Products, Hydrographic Products, volume 10, Miscellaneous (Defense Mapping Agency)	D 5.351/2:10/
0378-E-21	Charts (contained in) Catalog of Maps, Charts, and Related Products, volume 1 (Defense Mapping Agency)	D 5.356:
0378-E-22	Charts (contained in) Catalog of Maps, Charts, and Related Products, volume 2 (Defense Mapping Agency)	D 5.356:

Item No.	Item Title/Issuing Agency	Classification
0378-E-23	Charts (contained in) Catalog of Maps, Charts, and Related Products, volume 3 (Defense Mapping Agency)	D 5.356:
0378-E-24	Charts (contained in) Catalog of Maps, Charts, and Related Products, volume 4 (Defense Mapping Agency)	D 5.356:
0378-E-25	Charts (contained in) Catalog of Maps, Charts, and Related Products, volume 5 (Defense Mapping Agency)	D 5.356:
0378-E-26	Charts (contained in) Catalog of Maps, Charts, and Related Products, volume 6 (Defense Mapping Agency)	D 5.356:
0378-E-27	Charts (contained in) Catalog of Maps, Charts, and Related Products, volume 7 (Defense Mapping Agency)	D 5.356:
0378-E-28	Charts (contained in) Catalog of Maps, Charts, and Related Products, volume 8 (Defense Mapping Agency)	D 5.356:
0378-E-29	Charts (contained in) Catalog of Maps, Charts, and Related Products, volume 9 (Defense Mapping Agency)	D 5.356:
0378-E-30	General Nautical Charts (Defense Mapping Agency)	D 5.356:
0378-E-31	International Chart Series	D 5.356:
	Great Circle Sailing and Polar Charts (Defense Mapping Agency)	D 5.356:
	Great Circle Tracking Charts	
0378-E-32	Omega Plotting Charts (Defense Mapping Agency)	D 5.356:
0378-E-33	Loran C Plotting Charts (Defense Mapping Agency)	D 5.356:
0378-E-34	Display Plotting Charts (Defense Mapping Agency)	D 5.356:
0378-E-35	Series 1144-The World (Scale 1:22,000,000) (Defense Mapping Agency)	D 5.355:
	Series 1145-The World (Scale 1:30,000,000)	
	Series 1150-The World (Scale 1:14,000,000)	
	Series 2201-Africa (Defense Mapping Agency)	D 5.355:
0379-F-04	Series 5103-USSR-Admin Areas (Defense Mapping Agency)	D 5.355:
0379-F-05		
0379-F-06	Series 5104-USSR and Adjacent Areas (Defense Mapping Agency)	D 5.355:
0379-F-07	Series 5213-SE Asia Briefing Map (Defense Mapping Agency)	D 5.355:
0421-E-09	Maps (Air Force Dept.)	D 301.76/7:

Item No.	Item Title/Issuing Agency	Classification
0429-V-05	Maps and Charts (Federal Energy Regulatory Commission)	E 2.15:
0430-K-03	Maps (Western Area Power Administration)	E 6.10:
0431-J-10	Maps and Atlases (Environmental Protection Agency)	EP 1.99:
0438-B	Maps and Charts (Energy Information Administration)	E 3.21:
0486-P-01	Maps (Indian Health Service)	HE 20.9419:
0611-W-nos.	National Wetlands Inventory Maps (Fish and Wildlife Service)	I 49.6/7-2:
0612	Maps and Charts (Fish and Wildlife Service)	I 49.9:
0612-E	Coast Ecological Inventory. (Fish and Wildlife Service)	I 49.6/5:
0617	Gazetteers (Defense Mapping Agency)	D 5.319:
0619-G	List of Geological Survey Geologic & Water-Supply Reports & Maps (various states)	I 19.41/7:
0619-G-01	Maps and Posters. (Geological Survey)	I 19.79:
0619-G-02	National Mapping Program (Geological Survey)	I 19.80:
0619-G-03	C-Coal Investigations (Geological Survey)	I 19.85:
0619-G-04	GP-Geophysical Investigations (Geological Survey)	I 19.87:
0619-G-05	GQ-Geologic Quadrangle Maps (Geological Survey)	I 19.88:
0619-G-06	HA-Hydrologic Investigations Atlases. (Geological Survey)	I 19.89/2:
	Hydrologic Unit Map	
0619-G-07	MR-Mineral Investigations Resource Maps. (Geological Survey)	I 19.90:
0619-G-08	I-Miscellaneous Geologic Investigations (Geological Survey)	I 19.91:
0619-G-09	OC-Oil and Gas Investigation Charts (Geological Survey)	I 19.92:
0619-G-10	OM-Oil and Gas Investigations Maps (Geological Survey)	I 19.93:
0619-G-11	MF-Miscellaneous Field Studies Maps (Geological Survey)	I 19.113:
0619-G-12	SO-Topographic Mapping (Geological Survey)	I 19.95:
0619-G-13	IS-Index to Intermediate Scale Mapping (Geological Survey)	I 19.96:
0619-G-14	OT-Index to Orthophotoquad Mapping (Geological Survey)	I 19.97:
	DM-Index to USGS/DMA 1:50,000 Scale 15-minute Quadrangle Mapping	I 19.97/2:
	LU-Index to Land Use and Land Cover Maps and Digital Data	I 19.97/3:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
0619-G-16	BLM Surface Management Status 1:100,000 Scale Maps (Land Management Bureau)	I 53.11/4:
	BLM Surface and Minerals Management Status 1:100,000 Scale Maps	I 53.11/4-2:
0619-G-17	22-United States Series of Topographic Maps, Scale 1:250,000 (Geological Survey)	I 19.98:
0619-G-18	24-Alaska 1:250,000 Series (Geological Survey)	I 19.99:
0619-G-19	25-Antarctica Topographic Series Scale 1:50,000 (Geological Survey)	I 19.100:
	25-Antarctica Topographic Series Scale 1:250,000	I 19.100/2:
	25-Antarctica Topographic Series Scale 1:500,000 with contours	I 19.100/3:
	25-Antarctica Topographic Series Scale 1:500,000 without contours	I 19.100/4:
	25-Antarctica Topographic Series Scale 1:1,000,000	I 19.100/5:
	Antarctica Photomap	I 19.100/6:
	AM-Antarctica Geologic Maps	I 19.25/8:
0619-G-21	51-National Park Series (Geological Survey)	I 19.106:
0619-G-22	52-United States 1:1,000,000 Scale Maps (Geological Survey)	I 19.107:
0619-G-24	57-Slope Maps (Geological Survey)	I 19.109:
0619-G-25	58-United States 1:100,000 Scale Series (Intermediate-Scale Maps) (Geological Survey)	I 19.110:
0619-G-26	Separate Sheets of Selected Thematic and General Reference Maps from the National Atlas (Geological Survey)	I 19.111/a:
0619-G-27	Land Use and Land Cover and Associated Maps (Geological Survey)	I 19.112:
0619-G-28	GI-Index to Geological Mapping of the United States. (Geological Survey)	I 19.86:
0619-H-nos.	31-State Map Series (Planimetric, 1:500,000) (Geological Survey)	I 19.102:
0619-J-nos.	32-State Map Series (Topographic, 1:500,000) (Geological Survey)	I 19.103:
0619-K-nos.	33-State Map Series (Shaded Relief, 1:500,000) (Geological Survey)	I 19.104:
0619-L-nos.	34-State Map Series (Planimetric, 1:1,000,000) (Geological Survey)	I 19.105:
0619-M-nos.	7.5' Series (Geological Survey)	I 19.81:
	15' Series (Geological Survey)	I 19.81/2:
	Catalog of Topographic and Other Published Maps	I 19.41/6-2:
	Index to Topographic and other Map Coverage	I 19.41/6-3:

Item No.	Item Title/Issuing Agency	Classification
0619-P-nos.	County Map Series (Geological Survey)	I 19.108:
0624-C	Flood Prone Areas, various cities (Map Folders) (Geological Survey)	I 19.70:
0624-E	Newsletter (National Cartographic Information Center)	I 19.71:
0624-E-03	Maps (Heritage Conservation and Recreation Services)	I 70.13:
0627-C	Maps and Atlases (Indian Affairs Bureau)	I 20.47:
0629-B	Maps and Folders (Bureau of Land Manage- ment)	I 53.11:
0646-B	National Parks and Landmarks (National Park Service)	I 29.66:
0650	National Monuments and Military Parks (National Park Service)	I 29.21:
0651	National Park Information Circulars (National Park Service)	I 29.6:
	National Historic Parks Information Circulars	I 29.88/6:
0651-A	Maps (National Park Service)	I 29.8:
0651-B	National Seashores, Information Circulars (P)	I 29.6/2:
0651-B-01	National Lakeshores, Information Circulars (P)	I 29.6/3:
0651-B-02	National Rivers, Information Circulars (P)	I 29.6/4:
0651-B-03	National Scenic Trails, Information Circulars (P)	I 29.6/5:
0651-B-04	National Historic Site Information Circulars (P)	I 29.6/6:
0654	National Recreational Areas, Information Circular (National Park Service)	I 29.39:
0664-C	Maps (Bureau of Reclamation)	I 27.7/4:
0671-A-04	OCS Maps Series (Minerals Management Service)	I 72.12/4:
0701-G	Maps and Charts (Federal Railroad Administration)	TD 3.16:
0766-F-03	Maps and Posters (Occupational Safety and Health Administration)	L 35.23:
0811-A	General Publications (Library of Congress, Geography and Map Division)	LC 5.2:
0834-B-01	Maps and Atlases (National Science Foundation)	NS 1.41:
0856-A-01	Maps and Atlases (Central Intelligence Agency)	PrEx 3.10/4:
0862-B	Background Notes, Various Countries (State Department)	S 1.123:
	Background Notes, Index	S 1.123/2:
0864-B-06	Maps and Atlases (State Department)	S 1.33/2:
0876-A	Geographic Bulletins (State Department)	S 1.119/2:

<i>Item No.</i>	<i>Item Title/Issuing Agency</i>	<i>Classification</i>
0876-A-02	International Boundary Studies (State Department)	S 1.119/3:
	Geographic Notes (State Department)	S 1.119/4:
0876-A-04	Limits in the Seas (State Department)	S 1.119/5:
0931-G	Maps and Posters (Coast Guard)	TD 5.47:
0982-G-28	Maps (Federal Highway Administration)	TD 2.37:
0987-F	Maps and Atlases (Veterans Administration)	VA 1.70:
1082-D	Maps (Tennessee Valley Authority)	Y 3.T25:7

Federal Depository Library Manual

Section 8

Microfiche

Over the past two decades, the development of various kinds of microforms and microfilms has become increasingly important to the publishing program of the Government Printing Office. To librarians trained in the processing and use of printed materials, the current availability of over half of all depository documents in microfiche format has meant major adjustments in document collections and library organization, as well as generating some confusion on the care and handling of these materials.

While microforms may not be as popular as paper with either patron or librarian, their presence dramatically reduces the space required for housing an equivalent collection in paper format. And for the librarian concerned about the care of a collection, the major enemies of microfiche are approximately the same as those of a printed collection: light, fire, water, acid, and rough handling.

A full discussion of the care, storage, handling and maintenance of microfiche appears in Section 12 of the *Instructions to Depository Libraries*.

Types of Microfiche

Diazo

Diazonium salts are the light sensi-

tive compounds in the coating of diazo films. The film is exposed by ultraviolet radiation which destroys the diazonium salts. The image is formed as the film is developed (either thermally or with ammonia) which causes the diazonium salts in the non-image areas to couple with a dye. Diazo film is a sign-maintaining film (i.e., a low density area on the original will reproduce as a low density area on the diazo).

Vesicular

Vesicular also uses diazonium salts as the light-sensitive elements, suspended in a plastic layer. Exposure to ultraviolet light creates strains within the layer forming a latent image. It is fixed by totally exposing the film to ultraviolet radiation and then allowing the film to cool, hardening the image. The vast majority of vesicular films are used as sign-reversing films (a high density area on the original will reproduce as a low density area on the vesicular duplicate and vice versa.) Vesicular film can deteriorate when subjected to high temperatures. Early signs of deterioration may be image fading or discoloration and loss of image stability.

Silver Halide

The emulsion, the image-forming layer, for unprocessed black-and-white silver films is composed primarily of minute silver halide crystals suspended in gelatin. Exposure to light in a camera or printer causes no visible effect, but there is an invisible change which produces a "latent image." To obtain a visible, usable image, the exposed material must be chemically processed. There are several types of film that can provide sign reversal or sign maintaining. Silver halide film is very stable and is believed capable of a life equivalent to the best rag papers, if manufactured, processed and stored in accordance with national standards for permanent record film.

Differentiating Between Film Types

Silver-gelatin films have a base side and an emulsion side which are distinctly different in their reflective properties when viewed under ordinary lighting conditions. The emulsion side appears much duller than the base side. With diazo and vesicular films this difference between the base and the coated side is not as apparent. Vesicular film may be differentiated from diazo by observing that there is less contrast on vesicular film between the information and non-information areas when viewed visually as compared with viewing it on a reader.

Although the Government Printing Office originally sent silver halide microfiche to regional depositories through its depository program, it now distributes diazo microfiche because diazo is less expensive, more resistant to scratching, easier to clean, and more resistant to fungi and bacteria than silver halide. Proper storage con-

ditions are more critical for silver halide film than for other types. Microfiche distributed from the Government Printing Office uses magnification of 24x and 48x.

Additional Notes on Handling and Equipment

If possible, use acid-free ink pens and stamp pads when writing on the microfiche envelopes. It has been determined that the following products are acid-free:

1. Paper Mate's Ultrafine Flair and Hardhead Flair black and blue inks have pH specifications of around 7.5.
2. Carter's black stamp pad ink #412 has a pH of 8.2.
3. Sanford's black stamp pad ink #587 has pH of 9. Sanford's red stamp pad ink is also acid-free.
4. Most inks used in computer printer terminals are neutral (pH 7), i.e., neither acidic nor basic.
5. Pencil.

For a detailed discussion of cleaning methods, refer to: "The Cleaning of Microforms," *Library Technology Reports*, vol. 14, no. 3 (May/June 1978), pp. 217-230.

Library Technology Reports, published by the American Library Association six times a year, regularly provides authoritative information on microform equipment and supplies.

Bibliography

American Library Association. Reproduction of Library Materials Section. *Library Microform Reading Facilities—Guidelines* (draft). January 1983.

Ellison, John W., *et al.* "Storage and Conservation of Microforms," *Microform Review*, vol. 10, no. 2 (Spring 1981) pp. 90-93.

Films: A Primer. Xidex Corporation. Available from Marketing Services Manager, Xidex Corporation, 305 Soquel Way, Sunnyvale, California 94086.

Knight, Nancy L. "The Cleaning of Microforms," *Library Technology Reports*, vol. 14, no. 3 (May/June 1978) pp. 217-230.

Materazzi, Albert R. *Archival Stability of Microfilm—A Technical Review.* Technical Report

No. 18, U.S. Government Printing Office, August 4, 1978.

Morton, Bruce. "The GPO, Documents Librarians and Hyperacidity: Acid-Free Inks for Microform Processing," *DTTP*, vol. 10, no. 5 (September 1982) p. 180.

"On Caring for Microfiche," *Public Documents Highlights*, no. 50 (February 1981) p. 12.

Storage and Preservation of Microfilms. Kodak Corporation. Available from Business Systems Markets Division, Eastman Kodak Company, 343 State Street, Rochester, New York 14650.

Bibliographic Control

The area of bibliographic control offers many opportunities for documents librarians to display originality and ingenuity in the creation of access and control systems for documents collection. The Government Printing Office produces some basic record systems, the extensive *Monthly Catalog*, and other bibliographic works. Commercial firms also publish exhaustive and extensive bibliographies analyzing the contents of many documents. Computerized data bases also provide bibliographic information for documents. All these sources contain references to many more documents than are contained in the average depository. So, in addition to collecting the appropriate bibliographic tools, the documents librarian of each depository should also compile local records to provide access to the documents holdings of that library. To achieve local control, librarians have produced many different types of records; some are very simple and others quite involved. It is in this area that librarians can let their creative natures explore and experiment with systems adapted to local needs.

Monthly Catalog

The Superintendent of Documents Office compiles and issues the *Monthly Catalog of U.S. Government Publi-*

cations, a comprehensive tool which provides invaluable bibliographic information for all federal documents coming to the attention of the Library Division. Considered by the Government Printing Office to be an evolving publication, the *Monthly Catalog* has had many changes, improvements and enhancements to its format since the first issue in 1895. A major change in July 1976 incorporated full Library of Congress cataloging for each entry in the bibliography. Since these records are in machine-readable or MARC format, all federal documents in the *Monthly Catalog* since that date can also be searched on-line through several bibliographic utilities. The catalog now consists of the unit card citations and seven indexes—author, title, subject, series/report number, classification number, title/keyword, and stock number. The indexes cumulate at six month, one year, and five year intervals.

The bibliographic records in the *Monthly Catalog* are listed by SuDocs classification number within agencies and each record is assigned an entry number which is cited in the indexes. Each entry contains a full bibliographic citation. Among the most significant pieces of information in the citation for librarians as well as patrons are the SuDocs classification number and the availability symbol (black bullet or dot) followed by an item number.

In many depositories the *Monthly Catalog* provides the only comprehensive subject access source for the federal document collection. The addition of Library of Congress subject headings to each entry in 1976 facilitates a smooth transition from a library's card catalog to the *Monthly Catalog*. This important tool deserves a prominent location, with easy access for librarians and patrons alike.

Depository Distribution Information System (DDIS) Control Tools

DDIS products provide the basic record systems for depository selection categories: item cards, the *Union List of Item Selections*, and the *List of Classes of U.S. Government Publications Available for Selection by Depository Libraries*. The *Union List* is a COM product listing all the active item numbers, the SuDocs classes and series titles associated with each, publication descriptions, distribution format, and a list of libraries selecting the items in library number order. The last fiche of the set contains the names, addresses, and phone numbers for all U.S. depository libraries arranged by library number. This tool may also be used to update item cards or locate documents not held by the local library.

The quarterly, computer-produced *List of Classes* is also a most valuable reference tool. Arranged in SuDocs classification number order, it acts as an abbreviated shelflist, indicating the series titles with item numbers which are available to depositories. The *List of Classes* does not have the same drawback as item cards; it shows only those series presently available for se-

lection. The appendix of government authors increases the ease with which the *List of Classes* can be used to browse through the titles made available from departments and agencies. This source can be used to update item cards, in making selection changes, in processing documents or in providing reference service.

Some librarians annotate a copy of the *List of Classes* by highlighting the SuDocs classification stems or circling the item number of series contained in the local collection. This is a worthwhile project. Persons examining the *List of Classes* will know immediately what titles are available. A *Monthly Catalog* citation can be searched by SuDocs number in an annotated *List of Classes* to determine whether that series is locally received.

The *Union List* and the *List of Classes* can be used in conjunction with the *Monthly Catalog* to identify documents in a collection. Patrons can be instructed to look for the bullet in *Monthly Catalog* citations to determine whether a particular document has been included in the depository distribution program. Next, a library's item cards, a typed list of item selections, or the *Union List* can be examined to show whether the particular library receives the item number in question. A shortcoming in this procedure is that the *Union List* and most typed lists of items selected show only current selections. Some libraries maintain annotated lists of items or item card files to show the dates of selection or discontinuation. These annotations make a list of items received much more valuable for reference use, but they must be reviewed and updated frequently to retain their value.

Housing Documents

The bulk of a separate documents collection can be filed in a single sequence of the chosen classification scheme. Federal documents, however, are published in a great variety of sizes and formats. The smallest documents, wallet-sized cards, can be taped in file folders or to 8" x 10" heavy card stock before placement in the stacks. There is the risk of losing pamphlets if they are interfiled with larger volumes, but few libraries will want to segregate pamphlets into a separate grouping.

Other document types cannot be accommodated in the main document collection with ease. Chief among these types are microfiche, maps and other flat sheets, and oversize volumes. Microfiche and maps should be housed in storage cabinets designed for those formats. Each library will need to decide how to house large, bulky oversize documents.

In each instance where documents are not interfiled with the main document collection, a location symbol must be added to the call numbers of these segregated pieces. This symbol is usually an additional call number line printed above the classification number and can take many forms: Folio, Oversize, Sheet, Poster, Map, Pamphlet, GPO MF, etc.

Shelflist

The first local record file a depository library will want to create is a shelflist. This file will list in call number order all the document holdings of the local library. It can also serve as the central source to identify documents filed in different locations. In libraries using the SuDocs classifi-

cation scheme, transferring call numbers to documents from shipping lists and recording receipt of new serial issues in the shelflist is generally a straightforward process. New shelflist cards for monographic additions can be easily interfiled with existing records. A library which has the budget can use OCLC to develop an on-line record of its holdings, purchase GPO's *Monthly Catalog* MARC tapes or contract with commercial firms such as Marcive, for card or tape service.

All document receipts should be recorded in the shelflist. Symbols for documents shelved in separate sequences should be disregarded when filing in the shelflist. A single call number sequence will allow you to determine with ease that the volumes are held, but housed in a different location because of their format, size or content.

The shelflist will also show what documents the library does not have. From time to time, the Government Printing Office and several regional libraries issue lists of duplicate documents which are offered to other depository libraries for the cost of postage. This is an excellent way to distribute your unneeded duplicates and an effective way to fill gaps in your collection. These "Needs/Offers" lists are in SuDocs number order and can be quickly checked against a shelflist to identify documents not held locally, but which may be worthwhile additions to a collection. Another way to fill collection gaps for the cost of postage is to advertise your list of "needs" in this manner.

The shelflist also serves as an inventory tool. An inventory of the collection is a major project but one which can lead to any number of discoveries. To inventory the collection, the shelflist drawers are taken to the

document stacks and each card is compared with the documents on the shelves. Pieces filed out of sequence and missing volumes will be identified through this process. The librarian will then want to determine whether to try to replace the missing volumes, or whether to change the records to represent the current situation.

Shelf Reading

In shelf reading, individuals familiar with the classification system examine the call numbers of each volume in the stacks. They look to see if each volume has been shelved correctly. Pieces which have been misshelved are identified and are refilled in the proper place. A document that has been filed incorrectly is as good as lost. Keeping the document collection in proper shelf order is extremely important.

Superseded Documents

Documents which have been superseded by a later edition or reissued in a permanent binding may be discarded from the depository collection before they are five years old. They may be discarded by all depositories, even regionals and depository libraries not served by regionals. Each library will have to decide which documents that fit this definition will be removed from the collection and which, if any, will be retained for historical purposes. *Regional libraries should be very careful not to discard documents which might be valuable for research or historical purposes.*

For specific recommendations and lists of superseded materials refer to the *Instructions to Depository Libraries*, Section 11 and to the "List of Su-

perseded Depository Documents", dated June, 1981, and issued as Appendix C of the *Instructions*.

New editions should be identified as they arrive in the mail. The SuDocs number of some will offer a clue to their revisional nature. Revisions of documents in numbered series add "/" edition number" at the end of the call number. Documents with Cutter number book marks add "/date" at the end of a call number when a new issue appears. Be very careful to examine these dated volumes, however; the date can mean that the document is a new issue of an annual series, not the revision of an earlier document. Annuals which do not cumulate should be kept.

The local librarian will have to decide whether back files of these titles are to be kept, or whether only the latest edition is to be retained. Local decisions must be recorded to maintain consistency in future years. The documents shelflist is a very good place to record these retention decisions.

Standardized notes could be formulated that describe the recurrent situations involving superseded documents. Some of these would be: discard if revised, keep latest issue only, keep all issues, keep current three months, interfiled into looseleaf volume, also received in hardback volumes, etc. If you wish, you can number the notes that are used and enter the number of the note on appropriate shelflist cards. This annotation is an efficient means of calling attention to a situation requiring additional technical processing. As new documents are recorded in the shelflist watch for these numbers on the shelflist cards. If the shelflist has been annotated for one of the standardized notes, a decision will have been made

in the past about how to handle new issues of this call number.

Local Card Catalog

Some documents librarians have for years produced more than minimal shelflist records, creating card catalogs of document holdings using local resources. These catalogs exist in a variety of formats, contain differing amount of information, and represent document holdings to different degrees. Because the Government Printing Office has been creating machine-readable cataloging data since 1976, it is now much easier for libraries to produce local document catalogs.

Document catalogs do not have to include all the documents held by a library. In some libraries only volumes judged to be most noteworthy are cataloged, and these cards are filed into the library's main catalog. If the documents collection is a separate one, cards in the main catalog for even a small percentage of documents will lead patrons to the government publications area where they will find other access tools.

Libraries with a moderate number of student assistants available as typists can produce minimal level catalog card records for a large document collection. What constitutes a minimal record will vary with local requirements. Call number and title must be included. Issuing agency, publication date, and number of pages will also be helpful. Subject headings can be assigned from a printed list, or Government Printing Office cataloging records can be located and their subjects used.

Libraries which have more generous funding can make direct use of Government Printing Office cataloging via the machine-readable records on-

line. Document records can be added to the library's on-line database, COM catalog, a separate documents catalog, or the main card catalog.

Local card catalogs require a lot of work to create and maintain, but they do make the task of locating documents much easier. If documents maintained as a separate collection can be accessed through the same type of catalog used for other library materials, patrons will find and use documents more readily.

Classification Number Changes

The SuDocs classification scheme is based on issuing agency; it is not a subject classification as are the Library of Congress and Dewey classification schemes. Its call numbers reflect the current organization of the federal government. Since may changes occur in the organizational structure of the government, SuDocs call numbers also change to keep pace with any reorganization that may take place. Problems associated with changing call numbers must be addressed in each depository. There is a wealth of debate in the professional literature about these matters, but with common sense a workable solution to changes in SuDocs numbers can be reached.

Classification number change for periodical titles cause the most problems. *Aging*, for example, has had six classification numbers of subdivisions within the Federal Security Agency, the Health, Education, and Welfare Department, and the Health and Human Services Department. When using the SuDocs scheme librarians must decide whether all issues will be filed at a single number, or whether a run of the title will be split up and

shelved at all the legitimate classification numbers.

Neither alternative is completely satisfactory. References in access tools for some issues will contain misleading call numbers if all the issues are filed together. If an older classification number is used for the title, all current issues must be identified as received and given the older number, not the call number given on the shipping list. When the run is filed at the most recent number, volumes and issues will have to be reclassified to place the set at a single number. This reclassification may be required again in the future as further organization changes take place.

If the title is split up and shelved by the different call numbers, patrons and staff cannot locate needed issues so readily. An accurate serial title file will alleviate this drawback. Document serial titles should be included in any serials listing or union list in which the library participates. The records in these lists can be made detailed enough to show exactly which issues are filed at what call numbers.

Another very helpful device to use is a "number change dummy." These are heavy stock sheets which are placed in the collection when a title is shelved at more than one number. One dummy is placed at the end of the run with the old number to refer the reader to the new number; another dummy is placed at the beginning of the run under the new number to refer back to the old number.

Format Changes

A situation similar to that involving classification number changes is a format change. Most frequently the formats in-

involved are hardcopy and microfiche. More and more titles, formerly sent to depositories in hardcopy, are now being sent in microfiche. Depositories may receive only an odd issuance in microfiche in cases when the Government Printing Office is unable to obtain enough copies for hardcopy distribution. Or the Government Printing Office may decide that all future documents issued at a classification number will be sent in microfiche. Decisions about format distribution are notes in the *List of Classes* as either (P) or (MF).

In some few instances dummy sheets may be placed in the document stacks to show that a volume is shelved elsewhere. For example, a set with one oversize volume shelved in a separate location can be supplied with a dummy showing the location of the oversize piece. But this practice is clearly impractical for the large number of microfiche received by the depository.

In most cases the local shelflist and printed or on-line bibliographies are the only sources to verify the format and the shelving location of a requested document. The shelflist is the most authoritative source showing exactly which documents a library has and where they are shelved. A separate card should be placed in the shelflist to show the holdings of a title for each format. A periodical with holdings in both hardcopy and microfiche should have two shelflist cards: one for the hardcopy holdings, and a second for the microfiche issues.

Format changes, like SuDocs classification changes, are matters in which an informed and conscientious documents staff can provide direction and aid to patrons through personal attention and accurate records. Their help will alleviate the frustrations caused by searching for unfamiliar ma-

terial which might be shelved in one of several locations.

Substituting Microfiche for Hardcopy Documents

Permission is granted to all designate depositories to substitute microcopies for any holdings of U.S. Government publications, provided the micro-

copies are properly referenced, can be readily located, and are easily accessible to users. Proper reading equipment must also be available for whichever type of microcopy is substituted for the original.

If your library is served by a designated regional depository, this library should be notified or any microconversions made in order to assist you with the disposal of unwanted paper copies.

Federal Depository Library Manual

Section 10

Public Awareness

The Federal Depository Library System was established to provide the citizens of the United States with access to Government information. Public access to this information remains the highest priority of all Federal Depository Libraries. Public access to Government information begins with public awareness of its existence. In order to benefit from the resources of Federal depository libraries, the American public needs to be alerted to these valuable informational resources gathered at taxpayers expense.

While the utility of Government information is well documented, the informational resources of many Federal Depositories remain under-utilized. The general public's usage of depository materials tends to vary widely from library to library, according to the visibility and accessibility of the documents collection in that particular library. As an under-utilized documents collection is not cost-effective for any library, it is in the best self-interest of the library to engage in depository promotion. Increasing public awareness, and therefore usage, of the depository should also provide additional justification for increasing the funding, resources and support provided by your library administration.

The valuable resources of the depository should be promoted to three discrete groups: the library staff; the library's primary users (academic community, downtown businesses, judges, etc.); and

the citizens of the U.S. Congressional district or relevant region. The first push for depository public awareness must be with the library's staff. All levels of the staff, from director to clerical worker, should be made aware of the unique resources of the documents collection.

Staff awareness of depository resources is becoming especially important as changes in technology increasingly allow documents records to be included in the library's general reference search strategy. This means that the public service staff in other areas of the library have to have some familiarity with the documents collection. Most libraries can no longer afford to have just one center of documents expertise. Cross-training of library staff is crucial in developing this library-wide expertise and it is also helpful when, because of some staffing contingency, the documents department needs staff from other areas of the library for back-up.

Cross-training on depository operations should not be limited to the public service staff; many technical service librarians would greatly appreciate and benefit from instruction on the many unique aspects of depository operations. A depository is a library within a library; depository operations mirror all the functions of a library. The depository operation should not be thought of in isolation. Depositories function best as an integral part of the larger library.

The single most important action depositories can take to increase public awareness of the resources of the

depository is to provide subject access to the resources of the depository through the library's main catalog. Subject accessibility to the resources of the depository is far and away the single most effective method of increasing public awareness and documents usage.

While specific times for cross-training staff should be developed, many activities in this area can be done on an ongoing basis. For instance, the documents librarian should always be on the alert for Government publications that fellow staffers would find useful for reference or personal interest. This type of promotion must be a continuing process. The most successful depositories are those in which all library personnel know and can enthusiastically recommend documents to patrons.

Once internal promotion has been established, the library will want to develop strategies for promoting the depository operation among the library's primary patrons. Displays, prepared bibliographies, brochures, flyers, current awareness announcements and other traditional library promotional tools can be employed. Generally, the more creative and library specific a promotion is, the more effective you will be in attracting people to the depository.

Academic or special libraries should contact department or division heads and student organizations or clients to inform them of the unique services and benefits that the depository offers to their particular user group. A public library will probably have a community resource file which could be used as a starting point to identify potential user groups. A letter explaining the depository program and some of the subject areas in your collection, relevant to the group being contacted, is a good first step. Then follow up with an offer to speak to the group or help with research or special projects. Because the memberships of such community organizations change,

this project could be repeated every two to three years.

Whenever possible, outreach should take place with individuals also, either in casual conversation or formal notification of recent acquisitions or holdings in their area of interest.

The third and most important group to target for public awareness are members of the general public. The success of a Federal depository public awareness campaign should not be measured by how well it serves its own primary user group, but on how it serves the general public. As most depositories were designated to serve a particular U.S. Congressional district, the population of that particular district or relevant region should be targeted for promotional efforts. As in the case of the library's primary user group, discrete segments of this community could be targeted for special depository outreach efforts.

Specific Suggestions:

1. Contact the local district office of your U.S. Representative or Senator. Inform the staff of the local district office of your services to congressional district constituents and invite the staff to come for a visit. Many of the requests that local district offices receive from constituents, would be recognized by librarians as reference queries.
2. Depositories can develop an online notification system or hardcopy form that can be attached to new depository accessions for current awareness notification of librarians, faculty or other "gatekeepers."
3. Even if the entire documents collection cannot be represented in the library's main catalog, purchased or constructed guide cards to be filed under certain subject headings to alert catalog users to the fact that information on that

- particular subject is available in the documents collection.
4. Create a display of colorful, controversial, unusual or provocative documents. Such a display can dispel the myth that documents are all "dry, boring and legalistic."
 5. Display or, even better, circulate posters, prints, photos and maps. Posters and other materials could be lent on long term loan to neighboring schools and community centers. A package of depository brochures could also be sent along with this material.
 6. The library's depository status, resources and services could be highlighted on the local cable television's scrolled community announcements.
 7. Depository materials can be used to establish a "Procurement Assistance Center" or "Government Contracting Center" in the library to help area businesses gain government contracts. Publications such as *Commerce Business Daily* can be utilized.
 8. Local or state documents groups can attempt coordinated, community focussed depository promotion. Publicity and promotion could be a future theme, goal or specific project for the group.
 9. Offer to review or list relevant new documents for the local paper. Also contact the local radio and television stations. They all run public service announcements and are often interested in generating programming that would be educational or service oriented.
 10. Make sure the unique resources and services of the depository are mentioned in any literature about the library or in any library-wide tours or orientations.
 11. Celebrate significant depository milestones (the 500,000 document, a special anniversary, a new service) and invite the U.S. Representative, library administrators and the local media.
 12. Utilize the resources of the GPO Marketing Program. Request packets of bookmarks, pamphlets, posters, bumper stickers, etc., and distribute them to patrons and/or the community at large. Free copies of the post card offering these materials plus *U.S. Government Books* is available from GPO main office, mail stop (SM).
 13. Send photocopies of relevant GPO "Subject Bibliographies" to interested community or academic groups. Target groups such as the League of Women Voters, who are interested in Government information.
 14. Circulate copies of recent shipping lists, and *U.S. Government Books* as current awareness tools. Recently superseded *Publications Reference File* (PRF) can be sent to other libraries or even the campus bookstore, so that patrons can be referred to the depository from those points.
 15. Host a government information seminar for groups from your community. Video tapes and/or slide shows can be borrowed from the GPO Inspection Team, Office of Federal Register, Census, NTIS and/or other government information suppliers. Refreshments can be made from recipes from government publications. You might even be able to get a guest speaker from a local federal office or a testimonial from a frequent documents user.
 16. Never miss an opportunity to visit another depository library. You could get good promotional ideas from visiting a neighboring depository operation. Also, think about adapting a promotional activity that has been used successfully in promoting other types of information or library service.

17. Share information on successful public awareness activities by submitting articles on your successes to the "Readers' Exchange" column of *Administrative Notes, Documents to the People*, or other documents related literature. Share such information at workshops and documents related meetings.
18. Develop special alcoves in the documents area for heavily requested depository materials. A "statistics center" with census materials or a depository CD-ROM center, might be worth establishing.
19. Invite groups from the community to tour the documents area—School groups, social or fraternal organization or other interested parties.
20. Contact all of the public and academic libraries in your area and make sure that they know they can refer patrons to your depository. Consider selective housing and other strategies of networking with these neighboring libraries.
21. Provide fantastic public service and word-of-mouth will ensure a certain amount of public awareness!

Selective Housing of Documents

A depository library may transfer current or retrospective materials to another library through a program called selective housing. A library participating in this program and receiving depository materials from a depository library may be a branch library of the same institution as the depository library, another depository library, a public or academic library, or a special library.

Among others, the advantages of selective housing are that it:

1. places documents in areas that allow for wider usage and greater accessibility;
2. increases the size of the collection, thereby providing a larger number and a greater variety of materials;
3. enhances the capabilities of participating libraries to develop retrospective or current subject, series, or agency collections;
4. alleviates space problems at participating institutions.

It is important that the primary depository library's records clearly indicate the location of those items covered by the selective housing program; the shelflist, item number records, and other visible files must indicate location. The receiving library must also keep records indicating the source of the materials, and the depository items should be clearly identified. All depository publications must be made available to the general public free of any

charges. Items sent to the receiving library will not be counted as part of the depository library's collection but will be counted as new items by the receiving library. Depository libraries participating in selective housing arrangements are expected to bring new survey items to the attention of the staff of the receiving libraries and to assist them in selecting items. A timetable should be specified for the frequency of adjustments in the selection of items covered by the selective housing program; such a timetable should coincide with the depository library program selection update schedule as determined by the Government Printing Office. Depository publications may only be discarded according to established procedures; the depository library is responsible for the disposal of documents located in selected housing libraries.

When a depository library enters into a selective housing arrangement with other libraries, there must be a formal written agreement specifying that the receiving library agrees to adhere to the policies of the depository library program set forth in the *Instructions to Depository Libraries* and the *Guidelines for the Depository Library System*. The agreements should also specify:

1. justification for the transfer;
2. duration of the agreement;

3. conditions for the termination of the agreement;
4. manner in which the collection will be maintained and organized;
5. guarantees of free access by the general public;
6. arrangements for interlibrary loan cooperation;
7. procedure to be followed in the event the agreement is dissolved.

Selective housing agreements must be signed by directors of both libraries involved with copies sent to the regional depository library and to the Library Programs Service of the Government Printing Office.

A sample memorandum of agreement follows.

AGREEMENT FOR SELECTIVE HOUSING OF DEPOSITORY DOCUMENTS

This AGREEMENT is made on _____ (date) _____ by and between

(lending) _____ Library and _____ (receiving) _____ Library.

This Agreement is entered into for the purpose of:

The documents are lent for _____ (specify time) _____ but remain
the property of the U.S. Government Printing Office under the
control of _____ (lending) _____ Library.

In pursuance of this Agreement _____ (receiving) _____ Library
agrees to:

- 1) Assign the responsibility for carrying out the provisions
of this Agreement to the _____ (Reference, Medical, etc.) _____
Librarian.
- 2) Make available all documents free of charge to the general
public.
- 3) Lend to _____ (lending) _____ Library any document for a period of
_____ (specify length of time) _____.
- 4) Maintain all documents in compliance with Title 44, U.S.
Code; Instructions to Depository Libraries; Guidelines for
the Depository Library Program.
- 5) Inventory, identify, and maintain a public record of the
documents housed under this Agreement.
- 6) Retain classification numbers, stamps, and notes as
supplied by _____ (lending) _____ Library.

7) Return to (lending) Library all documents which are no longer considered useful.

8) Replace any lost document.

 (lending) Library agrees to:

- 1) Transfer and continue to send documents which include, but are not limited to (specify publications of agencies, series, subjects, etc.) to (receiving) Library.
- 2) Keep records indicating the location of documents involved in this Agreement.
- 3) Abide by any borrowing Agreement made with (receiving) Library.
- 4) Provide selection lists and assist the (receiving) Library with development of the collection.
- 5) Accept all documents upon termination of this Agreement.

This Agreement may be terminated by written notice from either party (specify) days in advance before all documents are returned to (lending) Library.

_____ (date)

Director

 (lending) Library

_____ (date)

Director

 (receiving) Library

Other Helpful Organizations

Since one individual cannot possibly know all there is to know about government publications, a great willingness to share experience and knowledge has developed among documents librarians. Informal teaching and the exchange of ideas and information can easily take place between documents staffs at two depository libraries located near each other geographically. State plans have been developed to facilitate cooperation and organization at that level. Many documents librarians have officially volunteered to "Be a Friend" to others in the field. This lengthy list has been distributed by the Depository Library Council. In addition, there are several formal groups which provide the support of continuing education through workshops and conferences as well as developing reference tools such as union lists for a state, region, or even the nation.

As a result, no one need feel alone when working with government publications. The following institutions/groups can be contacted to provide support for newcomers and to help tackle problems locally or with the depository program in general.

1. State library association documents groups.

Many states have documents sections or round tables which are subgroups of the state library association. Check your current state library asso-

ciation or directory newsletter, or write to the current president of the library association to find out if such a group exists in your state. A few states, such as New Jersey, have a separate documents association independent of the state library association. You might want to check with the state library or the regional library in your state to find out if this is the case for your area and who the contact person is for this group.

2. Regional library associations.

Many areas may have organized documents groups to serve a geographic region.

3. Government Documents Round Table (GODORT), American Library Association.

This organization is a very active round table of ALA. Its purposes are to provide a forum for discussion of problems and concerns, to promote the exchange of ideas by librarians working with government publications, to provide a force for initiating and supporting programs designed to increase communications between documents librarians and other librarians, and to contribute to the extension and improvement for education and training of documents librarians. To identify and contact officers, use the current American Library Association *ALA Handbook of Organization and Membership Directory*.

4. Depository Library Council to the Public Printer of the U.S. Government Printing Office.

The Council consists of a 15-member group of librarians appointed by the Public Printer to provide advice

on the Depository Library Program of the Government Printing Office. Open meetings are held twice a year. Documents librarians are encouraged to attend meetings.

Documents Reference Aids

One of the major problems patrons have encountered in using federal depository materials has been the difficulty of gaining access to specific titles because of poor bibliographic control. Since production of federal government publications is dispersed throughout the agencies of the federal government, it is extremely difficult for one central agency to provide complete bibliographic coverage of all federally produced material in one index tool. As a result, many commercial publishers have developed a variety of products to meet reference needs for federal publications.

The acquisition and use of the different indexes and catalogs available

will vary greatly from library to library, depending on the size and type of collection, patron needs, and the library budget. Libraries that hold retrospective documents collections will need additional indexes. Large technical and research libraries will find that commercial computerized data bases are important sources for identifying government reports. The following selected bibliography includes major reference tools; most will be found in large collections of federal publications. Other equally important but more specialized tools have been omitted from this list.

A Selected Bibliography

- American Statistics Index*. Washington, D.C.: Congressional Information Service, 1973—
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- Buchanan, William W. *Cumulative Subject Index to the Monthly Catalog of United States Government Publications, 1900-1971*. Compiled by William W. Buchanan and Edna A. Kanely. Washington, D.C.: Carrollton Press, 1973-1975.
- Congressional Information Service. *CIS Index*. Washington, D.C.: Congressional Information Service, 1970—

- . *CIS US Congressional Committee Hearings Index, 1839-1969*. Part I— Washington, D.C.: Congressional Information Service, 1978—
- . *CIS US Congressional Committee Prints Index From the Earliest Publications Through 1969*. Washington, D.C.: Congressional Information Service, 1980.
- . *CIS US Serial Set Index, 1789-1968*. Washington, D.C.: Congressional Information Service, 1975.
- Cumulative Index to Hickcox's Monthly Catalog of United States Government Publications, 1885-1894*. Compiled by Edna A. Kanely. Arlington, Va.: Carrollton Press, 1981.
- Directory of Government Documents Collections & Librarians*. Compiled by the Government Documents Round Table, American Library Association. 4th ed. Bethesda, Md.: Congressional Information Service, 1984.
- DttP. Documents to the People*. Vol. 3— College Park, Md.: American Library Association, Government Documents Round Table, 1974—
- Government Information Quarterly*. Vol. 1— Greenwich, Ct.: JAI Press, 1984—
- Government Publications Review*. Vol. 1— Oxford; New York: Pergamon Press, 1973—
- Government Reference Books 68/69— ; A Biennial Guide to U.S. Government Publications*. 1st biennial ed.— Littleton, Colo.: Libraries Limited, 1970—
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- Jackson, Ellen Pauline. *Subject Guide to Major United States Government Publications*. Chicago: American Library Association, 1968.
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- . *Cumulative Subject Index to the Monthly Catalog of United States Government Publications, 1895-1899*. Arlington, Va.: Carrollton Press, 1977.
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- Leidy, William Philip. *A Popular Guide to Government Publications*. 4th ed. New York: Columbia University Press, 1976.
- Lester, Daniel W. *Checklist of United States Public Documents, 1789–1976. Indexes*. Arlington Va.: U.S. Historical Documents Institute Inc., 1978.
- . *Cumulative Title Index to United States Public Documents, 1789–1976*. Compiled by Daniel W. Lester, Sandra K. Faull and Lorraine E. Lester. Arlington, Va.: U.S. Historical Documents Institute Inc., 1979–1982.
- Morehead, Joe. *Introduction to United States Public Documents*. 3d ed. Littleton, Colo.: Libraries Unlimited, 1983.
- Nakata, Yuri. *From Press to People: Collecting and Using U.S. Government Publications*. Chicago: American Library Association, 1979.
- New Books*. Vol. 1— Washington, D.C.: U.S. Government Printing Office, 1982—
- Newsome, Walter L. *New Guide to Popular Government Publications for Libraries and Home Reference*. Littleton, Colo.: Libraries Limited, 1978.
- O'Hara, Frederic J. *A Guide to Publications of the Executive Branch*. Ann Arbor, Mich.: Pierian Press, 1979.
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- Przebienda, Edward, ed. *Cumulative Personal Author Indexes to the Monthly Catalog of U.S. Government Publications, 1941–1975*. Ann Arbor, Mich.: Pierian Press, 1971–1979.
- Schmeckebier, Laurence Frederick. *Government Publications and Their Use*. By Laurence F. Schmeckebier and Roy B. Eastin. 2d rev. ed. Washington, D.C.: Brookings Institution, 1969.
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- Schorr, Alan E. *Government Documents in the Library Literature, 1909–1974*. Ann Arbor, Mich.: Pierian Press, 1976.

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Elizabeth Poole. Reprint ed. Arlington, Va.: Carrollton Press, 1978.

U.S. Government Books. Vol. 1— Washington, D.C.: U.S. Government Printing Office, 1982—.

Wynkoop, Sally. *Subject Guide to Government Reference Books*, Littleton, Colo.: Libraries Unlimited, 1972.

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Inspection Program

Title 44 of the *United States Code*, which discusses the Depository Library Program, states the “The Superintendent of Documents shall make first hand investigation of conditions [in depository libraries]. . .” This firsthand investigation is accomplished by the Depository Library Inspection Team, which is part of the Library Programs Service (LPS) of GPO.

Depository library inspections began in the early 1970’s. At this time, inspections were relatively informal. GPO personnel traveling to various meetings around the country would occasionally make side visits to depository libraries. Inspection visits were brief, and a simple checklist was used to evaluate depositories. Prompted by the then new Depository Library Council to the Public Printer, GPO began to formalize its Federal Depository Library inspection program. The first full-time inspector was hired in 1974. By 1985, the Inspection Team was staffed by four inspectors, a chief inspector and an administrative assistant. All of GPO’s Library Inspectors are professional librarians.

The Inspection Program has evolved over the years. As was mentioned, the first inspection reports were simple, brief checklists. Each inspector visited two or more libraries a day, often arriving unannounced. Current Federal Depository Library inspections are limited to one per

day. Federal Depository libraries are evaluated in seven or eight categories. Libraries that fail to meet minimum standards in three or more categories are placed on Probationary status for at least six months. At the end of this period, the depository undergoes a second inspection. Depositories that have failed this second inspection have been removed from the Federal Depository Library Program.

Depository Library inspections should be viewed as an integral part of GPO’s liaison activities with the Federal Depository library community. Although inspections should always be taken seriously, the documents librarian should, and most do, perceive them as a positive, learning experience. Documents librarians are encouraged to ask questions and voice concerns about the Depository Library System during the inspector’s visit.

Ideally, a depository should be inspected every three years, but turnover in Inspection Team staffing has made this goal, in the past, difficult to achieve. Although any depository can request an inspection at any time, most depositories are inspected during an inspection tour which encompasses all the depositories in a state or a portion of a state.

Inspection Schedule

Generally, libraries are inspected in chronological order by date of last inspection. Geography and climate are also a

consideration when planning an inspection visit. An Inspector will usually visit about eight depositories during one, two week inspection trip. It is therefore common for neighboring depositories to be inspected by the same inspector during the same inspection tour. Except for the larger states, GPO tries to inspect all the depositories within a state during the same year. This is done so that the Inspection Team can more accurately assess inter-depository cooperation and also economize on travel funds.

As the Inspectors schedule visits to a number of libraries during the same inspection tour, it is often extremely difficult to revise a scheduled itinerary after it has been established. Therefore, if there is a real emergency and the depository wants to reschedule the inspection, the Library Inspector should be immediately notified.

The Inspection visit will occupy nearly a full day. Inspections usually begin about 9 a.m. and conclude late in the afternoon. If you have made special arrangements for lunch (a special time, etc.), please inform the Inspector on the morning of the visit.

During the last half hour of the inspection visit, the Inspector will want to visit privately with the Library Director or, in the absence of the Director, a representative of the Director. The Documents Librarian should ensure that the Director is expecting this exit interview and that an appointment is scheduled for a specific time during mid-afternoon on the day of the inspection. If there are other staff in your library whom the inspector should meet (librarians who work with documents outside of the documents department), then you will want to alert them to the inspector's visit. Key clerical staff, who process documents, should be available during the inspection visit.

The Library Inspector invites the Regional Librarian to all library inspections within their state or local area.

Any pertinent information you can forward to the Inspector before the inspection visit will be appreciated. As the inspectors must drive to a different library every day, it is always helpful to supply them with directions to your library and/or a map. If parking permits or passes are necessary, these too could be sent to the inspector.

Providing the inspector with any necessary information before the inspection visit can greatly facilitate the inspection process. If you do forward any materials to the inspector, you should send them as soon as possible. [Mail is sometimes late in arriving, and the inspectors often leave for a trip weeks before they are scheduled to visit your library.]

Objectives of the Inspection Visit

One of the most misunderstood aspects of the Government Printing Office's service to the library community is the inspection process. Knowing the objectives of the visit and how the process works can give librarians a much better understanding of how their depository operation will be evaluated.

There is an underlying GPO "philosophy" of inspections. From the very beginnings of the Inspection Program, inspections have been seen by both GPO and the library community as a positive, supportive experience for depositories and for depository librarians. The primary goal of the inspection program has always been to ensure that the depositories fulfill their responsibilities as outlined in Title 44 *United States Code* and the *Instructions to Depository Libraries*. These responsibilities are taken very seriously by the Superintendent of Documents and they touch on almost every aspect of library service.

While documents librarians should take the inspection process very seriously

they should not be apprehensive about a planned inspection. The Inspectors have a great deal of empathy for the librarians they visit. After inspecting hundreds of libraries, the GPO Library Inspectors have become very familiar with the many challenges facing most depositories. Inspectors rate the total depository operation *NOT* the documents librarian. Inspectors are fully aware that librarians and library administrators are not totally in control of their own working environments.

The objective of the inspection is to accurately identify areas of strength and weakness. Librarians who attempt to manipulate the inspection process in order to receive a higher score, not only damage the integrity of the inspection process, but also hurt themselves. For instance, scoring high in the *Human Resources* category of the inspection form indicates that the library has no need of additional depository staffing, staff training or support. Conversely a low staffing score, if honestly derived, can be extremely useful in documenting a very real staffing problem.

In order for the inspection process to be truly effective, there must be an honest level of cooperation and communication between the Inspector and the library staff. It is important to remember that the Inspector only has a few hours in which to evaluate your depository operation. No one knows this operation as well as the Documents Librarian. That is why the degree to which the documents librarian participates in the process is important. Responses given by the Documents Librarian to the Inspector form the basis of the Inspector's evaluation. If the response given is inaccurate, or as sometimes happens, incomplete, then that inaccuracy might be reflected in the Inspection Report. The accuracy of the Inspection Report is to be the highest priority of the Inspection.

It is the Documents Librarian's responsibility to ensure that the Inspector has an accurate picture of the depository operation. If there are exceptions to depository

policy or there are aspects of the depository operation that might not be readily ascertainable, bring these exceptions to the attention of the Inspector. If a library staff member is not certain of an inspector's question, the staff member should not hesitate to ask the inspector to rephrase or clarify the query.

As mentioned earlier, inspectors identify areas of strength and weakness in the depository operation. They do not get involved in disputes among library staffers. If a problem is discovered during the course of the evaluation, the inspector will not fix blame on the staff. The inspector's job is to identify operational problems. It is the tasks of the library administration to assign personnel responsibility for deficiencies in the depository operation.

In an effort to ensure that depository inspections are fair and conducted in a consistent manner, the evaluation of the library is based on the condition of the depository **on the date of the visit**. Future plans and improvements will be noted, but will not affect scoring. The Inspector is also limited in what the inspection narrative can address. Only comments which directly relate to the functioning of the depository can be placed in this portion of the Inspection Report.

During an inspection visit, the Inspector performs two important functions. The primary responsibility is to report on the condition of the depository, using the Inspection Report form to evaluate the depository operation. In the Inspection Report narrative they identify steps which must be taken to conform to the minimum standards for depository libraries as set forth in the *Instructions to Depository Libraries* and the *Guidelines for the Depository Library System*.

A second responsibility is to act as a consultant to aid the documents librarian in increasing the efficiency and effectiveness of the depository operation. Inspectors are interested in helping the Documents Librarian by offering suggestions

and support. The Inspectors will ensure that the documents staff clearly recognize the difference between a standard which must be met and a suggestion to enhance depository service.

Documents Librarians should not hesitate to ask the Inspector questions or seek advice. The Government Printing Office is "a demand-driven, service-oriented agency." The depository libraries and depository librarians form part of the community we serve.

Preparation

The impact and benefits of a depository inspection can be greatly enhanced by proper preparation on the part of the library. Many positive effects of a depository inspection can actually be felt before the Inspector arrives. The announcement of an upcoming depository inspection tends to focus the attention of the library staff and administration on the depository operation. This period before the actual inspection presents an excellent opportunity for the Documents Librarian to remind colleagues and the Library Administrator of the unique value, services and challenges the depository represents.

The library staff should use this time period to conduct a self-study of the library's depository operation. The self-study should be based on the *Instructions to Depository Libraries*, the *Federal Depository Library Manual* and the *Guidelines for the Depository Library System*. As a result of such a review of the depository operation, you will be in a much better position to identify the strengths and weakness of your own depository operation. You should then be in a position to anticipate the Inspector's findings and communicate this information to your library administration. It is always better for the Library Director to learn of problems before the Inspector arrives than at the time

of the inspection visit. If these problems can be addressed before the visit, so much the better.

Although it is only natural for some house cleaning to be done in anticipation of the inspection, it is not wise to create an artificially good (and usually temporary) environment. Inspections are more accurate if the Inspector views "typical" conditions. That does not preclude a library's attempting to permanently upgrade some aspect of the depository operation. Given that inspection reports are based on the condition of the depository on the day of the inspection visit, it is in the best interest of the library to expedite any planned improvements of the depository operation, so that these improvements can be recognized in the Inspection Report.

In preparing for an inspection visit, the Documents Librarian will want to make sure that certain materials are readily available. Procedures manuals, collection development policies, depository promotional material, departmental reports, statistics, library guides and selective housing agreements can all be of interest to the Inspector. This is also a good time to compile a list of questions or concerns that you would like the Inspector to address. This is the Documents Librarian's opportunity to interact with a representative of the Government Printing Office.

As the Inspector will be interested in inter-depository relations, the weeks preceding an inspection are a good time to meet with neighboring depository librarians. As mentioned before, there is a good chance that these librarians will also be preparing for inspections of their own depositories. They should welcome an opportunity to exchange ideas and information.

It is unwise to prepare for an inspection by studying an old inspection report. The present report form is slightly different, due to changes in the *Instructions* and *Guidelines* from previous reports. As a result, the scoring system is not the

same as that used during previous inspections. Many libraries have made improvements in their depository operations, yet find they have received lower scores in the current report than previously. Even a recent inspection form would not be a helpful study guide. The best preparation remains a self-study based on the *Guidelines* and the *Instructions*.

Inspections

Sometimes Inspectors arrive before or after the exact starting time scheduled for the inspection because of the difficulty in judging the travel times to libraries when a different library is visited each day. It is therefore a good idea for the Documents Librarian to plan on being in the documents department one half hour before the scheduled starting time. Inspectors prefer finding their own way to the documents department using existing signage, therefore it is not necessary for the documents librarian to search for the Inspector. The documents librarian should plan on spending the entire day with the Inspector. Arrangements should be made ahead of time to ensure adequate coverage of the documents operation during the inspection visit.

Inspections usually begin with an informal meeting between the Inspector and the documents librarian (and the regional librarian, if available). This meeting covers general issues relating to the depository operation, such as the mission and size of the library, the depository's primary patrons, and depository services. This is a good time for the documents librarian to ask any questions concerning the inspection process or GPO.

After this meeting, the inspection follows the workflow of the depository operation, beginning with a tour of the initial processing area. Here handling of depository shipments, record keeping, claiming, and other issues are discussed. The tour

next moves to the documents collection area. The collection is examined to ensure that it is well organized and maintained. If a significant portion of the depository holdings is housed off site (e.g., map department, science library, etc.), then these materials will also be examined. Depository microfiche, maps and equipment are examined. Indexes and data bases to government publications are also reviewed.

After a thorough tour of the depository operation, the Inspector, with the assistance of the documents librarian, begins scoring the Inspection Report. If depository responsibilities are divided among a number of people, then these individuals should also be part of the interview process. The actual rating itself is done solely by the Inspector.

The inspection form is usually completed and scored around a large table in a quiet area. Once the rating is done, the Inspector will review findings with the documents librarian. If the documents librarian has any questions about the rating or the inspection finding in general, they should be raised at this point. Do not wait until after the Inspector has left.

Depositories are rated in seven areas. Regional libraries are rated in an additional area, "Regional Services" which deals with activities unique to Regional depository operations. The seven rating areas are: Collection Development; Bibliographic Control; Maintenance (discarding, binding, replacement of documents); Human Resources (quality and quantity of depository staffing, staff training); Physical Facilities (space and equipment needs of the depository); Public Service (public service, promotion of the depository); and Cooperative Efforts (ILL, referral, cooperation with the Regional library, GPO and other selective depositories).

Each of these areas is covered by a category of the Inspection Report. Each of the seven rated areas is divided into two sections. Section I determines basic requirements, whether a depository is satisfactory

or unsatisfactory for the area. Positive statements are listed (a slightly different quantity of statements for each rated area). For example, one statement, in Section I of the rated area "Public Service", is "Free and unrestricted access by the general public to all depository resources." All Section I statements must match the library's actual situation for a Satisfactory rating to be awarded.

Section II determines libraries that are graded Good or Excellent for the rated area, but **only if Section I requirements have been met**. A specified number of positive statements in Section II earns a Good rating; a higher specified number earns an excellent rating. There is no overall rating for the depository. The library is given a separate rating for each area of depository activities. Ratings are as follows: Excellent, Good, Satisfactory, and Unsatisfactory. A rating of "Excellent" means the depository has done an outstanding job in this category; there is little room for improvement. A rating of "Good" means the library has consistently exceeded standards, but there is still room for improvement. "Satisfactory" denotes a library that has met minimum standards, but could significantly improve in this area of depository activities. An "Unsatisfactory" rating means the library has failed to meet minimum standards and must take immediate action to address deficiencies in this category.

A library that fails three or more categories fails the inspection and is placed on probationary status for at least six months. After the six months period has elapsed the depository is re-inspected. Both probationary status and ratings of all excellent are extremely rare (less than three percent of all libraries inspected). Most libraries earn ratings of Good or Satisfactory.

At the end of the inspection day, the Inspector visits privately with the library director. The Inspector spends approximately 20 minutes summarizing the inspecting finding. This is an opportunity for

the library director to ask questions about the inspection and the library's depository operation.

Before the Inspector leaves, a copy of the inspection comment form is left with the documents librarian. This comment form becomes part of the official report and gets wide readership at GPO and the Regional library. Completing this form is optional. If the documents librarian does complete the form, it should be mailed to the Chief Inspector at GPO within a few days of the inspection visit.

Post Inspection

Immediately after the inspection, the documents staff and the library administration should review the inspection summary. This ensures that the staff and administration are of one mind as to the Inspector's comments. It is quite common for librarians to think of additional questions for the Inspector after the inspection visit. These questions should be mailed to the Inspector at GPO.

Approximately six weeks after the inspection visit, photocopies of the Inspection Report will arrive at the library. The Library Director, the Documents Librarian, and the Regional Librarian each receive a copy of the report. The narrative part of the inspection report form will comprise the first portion of the report. The Inspection Report should contain no surprises as the report findings will have already been summarized by the Inspector orally. If anyone has any questions about the Inspection Report, these questions can be directed to either the Chief, Inspection Team or to the Superintendent of Documents.

The arrival of the Inspection Report offers another good opportunity for the library staff and administration to review the findings and develop an action plan for the depository based on these findings.

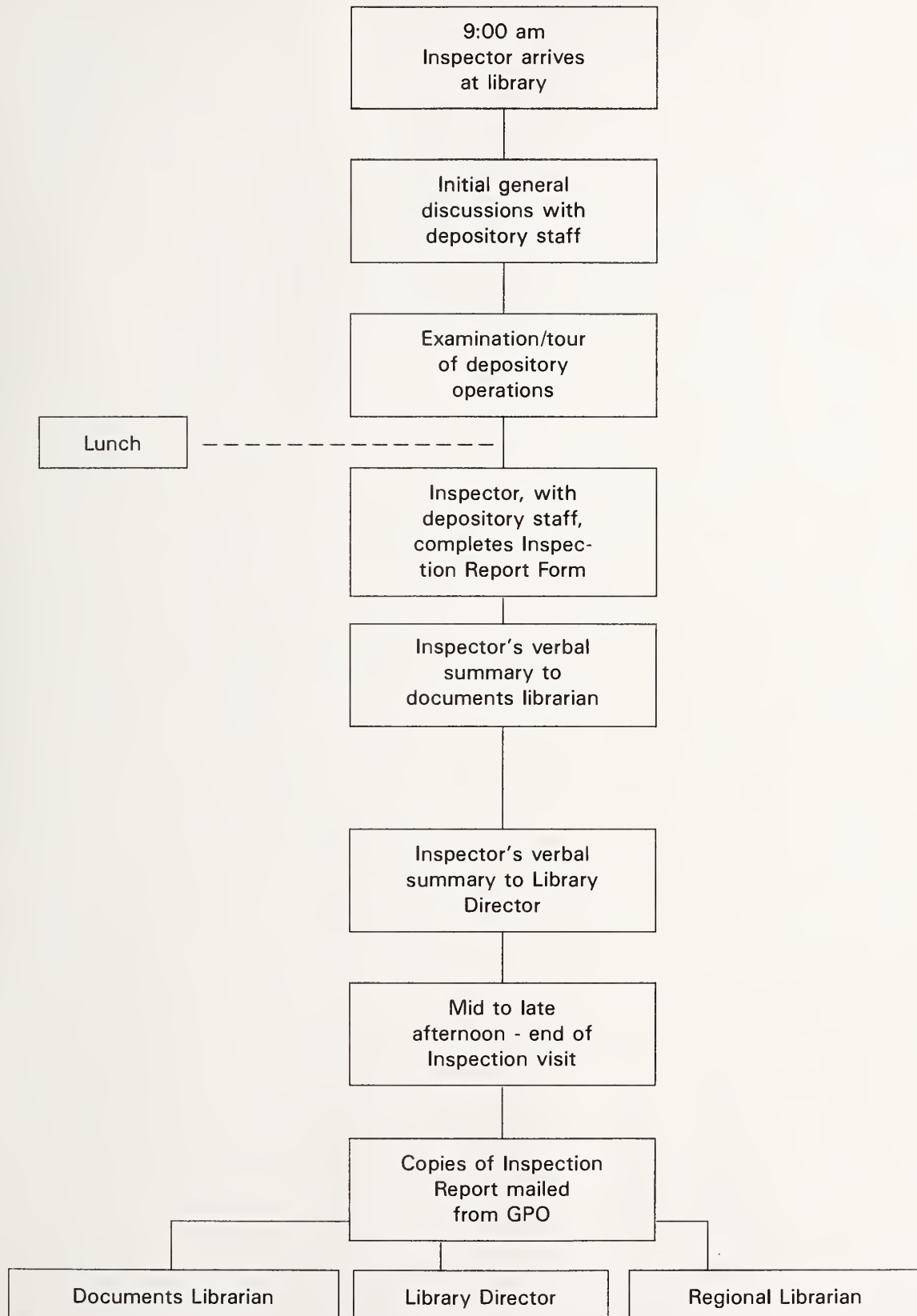
Summary

The positive impact of a depository inspection can be greatly enhanced when the library properly prepares for the inspection visit. Knowing the objectives and procedures of the inspection can lead to more effective participation in the inspection process by the library staff. Good communications and cooperation between the documents librarian and the Inspector is a key element of a successful inspection.

The inspection affords the documents librarian with an excellent opportunity to remind the library administration and staff of the unique benefits and responsibilities of the depository, prompts the staff to engage in a self study of the depository operation, and enhances and promotes depository services.

By following the above procedure, the documents librarian can ensure a more productive inspection process. The more productive an inspection is, the greater is the benefit to both GPO and the depository library.

Flow Chart of Inspection Process



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